

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES
Tuesday, March 16, 2021 at 6:00pm via remote audiovisual conference

ELECTRONIC ATTENDANCE: Trustees Barshis, Fishman, Johnson, McDonald, Rodgers, Wolf, Director Auston. Trustee Riddle was absent. Director Auston was also physically present at the Library.

ELECTRONIC VISITORS: LWV – Elizabeth Seager; trustee candidates Patricia Nealon, MaryAnne O’Keefe, and Tracy Sommer; from Shales-McNutt – John Shales and Jason Perkunas; and from Engberg Anderson Nathan Van Zuidam and Joe Huberty

STAFF: Marti Bellefontaine, Kim Hegelund, Gayle Justman, Stephen Koebel, Marcos Levy, John Risko

I. Call to Order and Roll Call.

President McDonald called the meeting to order at 6:02 pm. Secretary Barshis called the roll.

II. Public Comment.

There was no public comment.

III. Review draft of Minutes.

A. February 16, 2021 Regular Board Meeting Minutes. Trustee Wolf moved approval of the minutes of the February 16, 2021 Regular Meeting Minutes as amended. Trustee Fishman seconded the motion. There was no discussion.

Aye – Barshis, Fishman, Johnson, McDonald, Rodgers, Wolf

Nay – None

Absent or not voting – Riddle

MOTION CARRIED

IV. Presentations.

None.

V. Treasurer’s Report.

A. Financial Reports for February 2021.

Trustee Rodgers reviewed the financial report for February 2021. During February, WPLD received \$672,068.05 in property taxes and \$6,254.36 in general fund interest. Total General Fund expenses at 58.43% are below the expected eight month rate of 66.7%. Trustee Rodgers noted that expenses are distributed across the year unevenly and are not uniform from one month to the next. There were no unexpected expenditures.

B. Bills and Salaries Check Detail for February 2021.

Trustee Rodgers moved approval of the February 2021 Bills and Salaries Check Detail. Trustee Wolf seconded the motion. There was no discussion.

Aye – Barshis, Fishman, McDonald, Rodgers, Wolf

Nay – Johnson

Abstain – None

Absent or not voting – Riddle

MOTION CARRIED

VI. Action Items.

A. 2021 Capital Repair Project Bid Package #2. Review and award of contracts to recommended bidders for General Trades and Electrical Work. Jason Perkunas from Shales-McNutt reviewed the recommendation to award and bid tabulations which were included in the board packets. Mr. Perkunas noted one bid package included an extremely low bid and upon further review it was determined that the bidder did not pay prevailing wage, and therefore was dismissed for not being the lowest responsible bidder. The General Trades bid package received 6 bids. It is recommended that we move forward with Ostrander Construction, the lowest responsible bidder for this package, in the amount of \$152,700. The Electrical work bid package received 3 bids. It is recommended that we move forward with Hy-Power Electric Company, the lowest responsible bidder for this package, in the amount of \$615,500. This work incorporates alternates 1 (replacing existing security cameras) & 2 (installing cameras in both elevators). Overall the work is coming in about \$100,000 lower than was initially projected by Shales McNutt Construction prior to bidding, and what was initially estimated in the 2020 Capital Reserve Study for this work. Further, the total project cost was able to include repair of the vestibule curtain wall, replacement of the carpeting in the vestibule, and repairs and restriping of the existing permeable paver parking lot. President McDonald moved approval of the 2021 Capital Repair Project Bid Package #2 of general trades in the amount of \$152,700 to Ostrander Construction, and electrical in the amount of \$615,500 to Hy-Power Electric Company, for a bid package not to exceed \$769,000. Trustee Wolf seconded.

Aye – Barshis, Fishman, Johnson, McDonald, Rodgers, Wolf

Nay – None

Abstain – None

Absent or not voting – Riddle

MOTION CARRIED

B. Review and approval of Website Redesign proposal from Library Market an amount not to exceed \$25,000. Director Auston provided an overview of the contract proposal. Library Market was the low bidder of the 3 proposals received. Digital Services Manager Stephen Koebel reviewed how the 7-member staff Web Redesign Committee's work is informed by many valuable perspectives. The team has evaluated other library websites for inspiration, moved on to evaluating our own website, and continues with consolidation and organization of our current pages. Trustees discussed the timetable, domain names, and community participation in the process. Trustee Wolf moved approval of the website redesign proposal by Library Market in an amount not to exceed \$25,000. Trustee Fishman seconded.

Aye – Barshis, Fishman, McDonald, Rodgers, Wolf

Nay – None

Abstain – Johnson

Absent or not voting – Riddle

MOTION CARRIED

C. Policy Committee Recommendation: Review and approval of draft Finance & Investment Policy. President McDonald introduced the process for the development and review of the financial policies, which have been reviewed before both the Finance Committee and the Policy Committee. The goal of the documents is to update policies to reflect Public Library District Act, Public Funds Investment Act, and WPLD's actual practices. Two key changes were enhanced detail to 5-9 Investments and establishment of 5-6 Fund Balance Policy to provide direction for the Director as well as future boards regarding reserve funds. The other key change is 5-12 Purchasing Policy, section B. Expenditures Not Requiring A Competitive Process, items #3 and #5, allowing single item purchases of \$10,000 or more (increased from \$5,000), which do not need prior board approval

given the Board has already approved the operating budget for such purchases. President McDonald noted that, in the past after the auditor's report, surplus operating funds were transferred to the Special Reserve Fund from the General Fund balance. This procedure has not happened in the last few years as WPLD had no policy for a General Fund balance target. Trustees discussed the need for a fund balance policy. Financial stability, cash flow for operations, adequate reserves to respond to emergencies, as well as noting a delay in receiving property taxes as Cook County has delayed the property tax deadline are some of the reasons noted for having an operating fund balance policy. Director Auston spoke to a preference for an operating reserve fund with at least 6 months of reserves and with a ceiling cap being formalized as a safeguard and structure. Trustees suggested Director Auston proceed working with a financial consultant to study both the short and long term financial picture of the District. Financial planning direction will help trustees and residents understand how the District can plan for future tax levies. Trustee Rodgers moved approval of the Financial Management Policy. Trustee Wolf seconded.

Aye – Barshis, Fishman, McDonald, Rodgers, Wolf

Nay – Johnson

Abstain – None

Absent or not voting – Riddle

MOTION CARRIED

VII. Discussion Items.

- A. Review Updated Pandemic Response Plan. Director Auston noted 508 people visited WPL upon reopening February 19, making it the busiest day since reopening. Overall door counts average 46 patrons per hour and circulation is at about 87% compared to the same period pre-pandemic. Parking Lot Pickups have dropped off, but are still averaging about 20 appointments per day. Patron compliance with health and safety guidelines has been positive. Services continue to be consistent with our July-November 2020 model: no study rooms, seating is limited, no room rentals, periodicals are available for checkout only, no in-person programming, no eating/drinking, and Books Down Under is not yet open or accepting donations.
- B. Library Project Updates. Installation of 3 new self-checkout stations was completed March 16, 2021. A number of options and features can be enabled once all is up and running. First floor print collection tagging for RFID is complete. The RFID project is slightly behind due to delays at the outset, however staff labor is not lagging as crews are working 12 hours a day tagging materials. Audio/visual collections are more complicated to tag for RFID, but will be among the next collections addressed.

VIII. Director's Report. Director Auston noted the following from his report:

- March closed our first ever virtual Winter Reading Program. Adults were encouraged to read 4 books in any genre and kids were encouraged to read or be read to for 20 days in a row. There were 154 adults, 240 kids through grade 8, and 17 teens who received a \$15 gift card from The Book Stall for completing Winter Reading.
- Director Auston thanked the Friends of the Library for their continued support of Winter Reading and their support of the March 25 multiple-library author talk with Harlen Coben. On February 18, WPLD hosted local resident Catherine Grace Katz, author of *Daughters of Yalta*, via zoom to 280 screens. As many residents have participated in author talks via digital access during the pandemic, we will continue to study that as a service option going forward.
- Fourteen staff members from the Security and Safety team, Facilities, and first-floor managers took part in a safety training program on February 27. Data from the training program will be shared with staff at a future staff development day as well as through our Person-In-Charge training.

- The One Book Everyone Reads feature event for *Interior Chinatown* by Charles Yu will be presented on Wednesday, April 14 at 7pm. Three book discussions and seven supporting programs are planned and include an event on March 24 on Anti-Asian Racism, Xenophobia, and COVID-19; a Mandarin/English Bilingual Storytime on March 27; and a Mandarin Conversation Café for every ability of Mandarin speaker on April 2.

IX. Committees – Report on Meetings.

- A. ILA / RAILS Update. Trustee Barshis noted ILA registration is open for the Reaching Forward conference on May 7, 2021.

ILA coronavirus information page: <https://www.ila.org/advocacy/coronavirus-resources>

RAILS coronavirus information page: <https://www.railslibraries.info/issues/178451>

X. Information Items.

- A. Communication. None to report.

- B. Three seats on the seven-member WPLD Board of Trustees will be on the local ballot for the Tuesday, April 6, 2021 election. All seats will be for a full four-year term expiring in April 2025. There are 6 candidates for the 3 seats (in the order received): Julie Cho, MaryAnne O’Keefe, Stuart Wolf (incumbent), Tracy E. Sommer, Patricia Nealon, and Ronald Rodgers (incumbent). The Library is partnering with the League of Women Voters to host candidate forums for all local races prior to this election. Village Board and Park Board candidates will be held Saturday, March 13: <http://wilmette.libnet.info/event/4884530>. Library Board, School District 39, and School District 203 will be held Saturday, March 20: <http://wilmette.libnet.info/event/4884528>. Video recordings will be available on the LWV website.

- C. The selection for WPLD’s “One Book Everyone Reads” (OBER) series, sponsored by the Friends of the Wilmette Public Library is Charles Yu’s National Book Award-winning 2020 novel *Interior Chinatown*. Mr. Yu will discuss the book via Zoom digital conference on Wednesday, April 14, 2021. Additional details are forthcoming.

XI. New Business / Old Business.

- A. President McDonald noted there is a Policy Committee meeting scheduled for April 5 at 4pm to review the Library Operations policy.

XII. Adjournment.

Trustee Wolf moved to adjourn the meeting. Trustee Johnson seconded the motion.

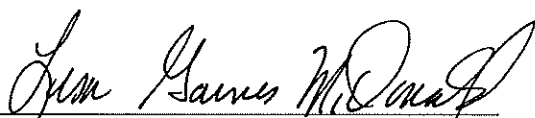
Aye – Barshis, Fishman, Johnson, McDonald, Rodgers, Wolf

Nay – None

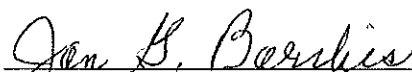
Absent or not voting – Riddle

MOTION CARRIED

The meeting adjourned at 7:18 pm.



President or President pro-tem
Board of Library Trustees of the
Wilmette Public Library District, Cook County, IL



Secretary or Secretary pro-tem
Board of Library Trustees of the
Wilmette Public Library District, Cook County, IL