

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES

Tuesday, March 19, 2019 at 7:30 pm in the staff lounge

PRESENT: Trustees Barshis, George, McDonald, O'Laughlin, Wolf

ABSENT: Trustee Rodgers

VISITORS: Georgia Gebhardt - League of Women Voters, Fouad Egbaria – Wilmette Beacon, Joan Fishman

Trustee Johnson participated by conference phone and could hear and be heard by all.

- I Call to Order and Roll Call. President O'Laughlin called the meeting to order at 7:35 pm.
- II February Monthly Board Meeting Minutes. Trustee Wolf moved to approve the minutes of the February 19, 2019 WPL Board meeting. Trustee McDonald seconded the motion.
MOTION CARRIED BY VOICE VOTE
- III Special Board Meeting Minutes. Trustee Wolf moved to approve the minutes of the March 5, 2019 Special Board Meeting. Trustee Barshis seconded the motion.
MOTION CARRIED BY VOICE VOTE
- IV Presentation. None.
- V Public Comment.
- VI Treasurer's Report.
 - A. Notes on Financial Reports for February. In the absence of treasurer Rodgers, president O'Laughlin summarized the February financial reports. The two largest sources of General Fund revenue were from Real Estate Taxes and Interest. Total General Fund February expenditures were 63.03% of budget; the eight-month expenditure rate was 66.67%. The largest General Fund check was written to Wellness Insurance Network.
 - B. Check Detail / Bills and Salaries for February. Trustee Wolf moved to approve the February check detail / bills and salaries. Trustee George seconded the motion.
Aye – Barshis, George, Johnson, McDonald, O'Laughlin, Wolf
Nay – None
Abstain – None
Absent or not voting – Rodgers
MOTION CARRIED
- VII Action Items.
 - A. CVI Equipment Upgrade Proposal / Quote for Switch Replacement & Upgrade. The proposal, quote, and Director Auston's summary of this planned budget expense were included in attachment 5 of agenda binders. Director Auston reviewed and summarized the proposal at the meeting. Trustee Johnson questioned whether the project had gone out for bid since it was over \$25,000. Director Auston stated that this was not required because CVI was able to secure special discounted pricing on behalf of WPL. Trustee Johnson also stated his concern that the project would not be expensed from the Building and Equipment / Reserve Fund. Director Auston replied that this could be a WPL Board strategic approach for future projects but that this project was a budgeted expenditure in the current fiscal year working budget. Trustee Wolf moved to approve the CVI Equipment Upgrade Proposal / Quote for Switch Replacement for an amount not to exceed \$45,000. Trustee McDonald seconded the motion.
Aye – Barshis, George, McDonald, O'Laughlin, Wolf
Nay – Johnson
Abstain – None
Absent or not voting – Rodgers
MOTION CARRIED

VIII Discussion Items.

- A. **Schedule Finance Committee Meeting.** The purpose of the committee meeting is to review the fiscal year 2019-2020 (07.01.19 – 06.30.20) Library budget. Committee members are trustees Rodgers (chair), Johnson, and McDonald. Trustee O'Laughlin, as Board President, is an ex officio member. All WPL trustees are invited to attend. The Library Director and Business Manager also will attend. In the absence of trustee Rodgers, the Finance Committee meeting will be scheduled at a later date. Attachment 6 of the agenda binder included the Chronology for Annual Financial Ordinances for the 2019-2020 Fiscal Year provided by the Library's attorney.
- B. **Trustee Attendance at WPL Board Meetings.** This item was included at the request of trustee Wolf. Trustee Wolf stated that all trustees have a responsibility to the people who elected them and to the Library to attend monthly Board meetings and Board committee meetings. However, there is no policy that deals with the possibility that a trustee can no longer perform these functions or chooses not to perform these functions. President O'Laughlin stated that the Policy Committee will discuss this issue. Also discussed was the determination of when a trustee represents the WPL Board and when a trustee is speaking as an individual or as a patron and not as a member of the WPL Board. President O'Laughlin stated that the Communication Committee will discuss this issue. All trustees agreed that having written policies would be helpful to new trustees. Director Auston summarized his discussion with the Library attorney and with other library directors. He stated that it is reasonable for the Board President to develop a set of expectations and an internal code of conduct for trustees.
- C. **Videotape WPL Open Committee Meetings.** This item was included at the request of trustee Johnson. Trustee Johnson stated that videotaping all open committee meetings would provide transparency for these meetings and would allow trustees who cannot attend the meetings to view them. Director Auston reported that there are no regulatory requirements concerning videotaping committee meetings. He contacted other library directors and found that fewer than five libraries videotape Board meetings and no libraries videotape committee meetings. It was suggested that the Library investigate providing a better quality of audio recording of committee meetings. President O'Laughlin stated that the Policy Committee will discuss this issue.
- D. **Establish a WPL Board of Trustees Policy Committee.** President O'Laughlin appointed trustees McDonald, Rodgers, and Wolf to the Policy Committee. According to the Bylaws, the president is the chair of this committee. The purpose of the committee is to review all Library policies, to consider new policies, and to recommend the adoption of revisions to existing policies or the inclusion of new WPL policies.
- E. **Establish a WPL Board of Trustees Nominating Committee.** President O'Laughlin appointed trustees Barshis and Johnson to the Nominating Committee. The president is an ex-officio member of all committees. The purpose of the committee is to nominate trustees for the following WPL Board of Trustee positions: president, vice-president, treasurer, and secretary. The nomination occurs at the May WPL Board meeting during election years. The positions are for two-year terms.
- F. **Outdoor Renovation Project Update.** Director Auston summarized the material included in attachment 7 of agenda binder's. Director Auston stated that we are waiting for a permit from the village to begin the project. This summer, the village will replace 30 bike racks in the central area which are branded with same bike racks as a permanent replacement of the existing bike racks. If necessary, we will order temporary racks for use until the village bike racks are available.

- IX Director's Report. Monthly statistics and other information were included in attachment 8 of agenda binders. Director Auston reviewed the report and answered trustee's questions regarding the report. Trustees Wolf and McDonald offered positive comments regarding the Maker Fest. Director Auston stated that the Maker Fest exemplified important aspects of WPL, including terrific participation by Library staff members and community partners. The event provided activities for all ages. Jessica Thomson is the new Technical Services cataloging librarian.
- X Committee Reports.
A. ILA Representative. ILA newsletters received after the last WPL Board meeting have been emailed to all trustees. Trustee Barshis summarized the newsletters and other articles of interest.
- XI Information Items.
A. The Library was closed Friday, March 1, 2019 for Staff Institute Day.
B. Tuesday, April 2, 2019 is the consolidated election. Four seats on the seven-member WPL District Board of Trustees are open. All seats are for a full four-year term expiring in April 2023. Joan Fishman, Jan Barshis, Lisa McDonald, and Maria Josefina Cannon-Riddle have filed.
C. National Library Week is April 7 – 13, 2019. The theme is *Libraries = Strong Communities*. Attachment 9 included information on this event.
D. The Library will be closed Sunday, April 21, 2019 for Easter.
E. On Sunday, May 5, 2019, at 2:00 pm Rosellen Brown will discuss her novel *The Lake on Fire* at the Wilmette Junior High School, 620 Locust Road in Wilmette. *The Lake on Fire* is The One Book, Everybody Reads (OBER) selection for 2019. The novel is set in Chicago during the 1893 World's Columbian Exposition. The author event is funded and sponsored by the Friends of WPL. Go to www.wilmettelibrary.info/onebook for OBER events.
F. The ALA Annual Conference is June 20 – 25, 2019 in Washington, D.C. Registration is open. Visit <http://www.alaannual.org/> for more information.
- XII New Business / Old Business. Director Auston encouraged trustees to participate in the Library and the League of Women Voters American Creed community conversations. Information is included in the March/April *Off the Shelf*.
- XIII Close Open Meeting and Convene in Closed Meeting. The purpose of the Closed Meeting is to discuss the performance, discipline, or legal counsel for the public body in compliance with 5 ILCS 120/2(c)(1). Trustee O'Laughlin moved to adjourn the meeting. Trustee Wolf seconded the motion.
Aye – Barshis, George, Johnson, McDonald, O'Laughlin, Wolf
Nay – None
Abstain – None
Absent or Not Voting – Rodgers
MOTION CARRIED. The meeting adjourned at 8:45pm.
- XIV Close Closed Meeting and Convene in Open Meeting. The purpose of the Open Meeting following a Closed Meeting is to announce in Open Meeting the actions taken in Closed Meeting and then to endorse these actions. WPL Board President Kathleen O'Laughlin called the Open Meeting to order and announced that the WPL Board of Trustees in Closed Meeting took no action.

XV Adjourn Open Meeting. Trustee Wolf moved to adjourn the Open Meeting. Trustee McDonald seconded the motion:

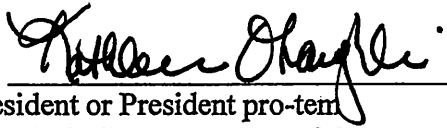
Aye – Barshis, George, Johnson, McDonald, O’Laughlin, Wolf .

Nay – None

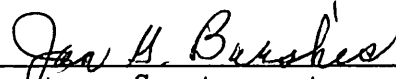
Abstain – None

Absent or Not Voting – Rodgers

MOTION CARRIED. The meeting adjourned at 9:08 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