

**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
MINUTES OF A REGULAR MEETING
OF THE BOARD OF TRUSTEES**

January 15th, 2018

I. Call to Order

The meeting was held at the Winnetka Library, 768 Oak St. Winnetka, Illinois. President Johnson called the meeting to order at 7:00 p.m. A quorum was present.

II. Roll Call

Present: President Brian Johnson, and Trustees Suzie Shoup, Raheela Anwar, Keta McCarthy and Lois Neustadt; and Library Director Rebecca Wolf.

Absent: Trustees Jean-Paul Ruiz-Funes and Kathleen Reichert

Present were library employees; Katie Cangelosi (Administrative Assistant), Sarah Quish (Head of Communications and Marketing), and Naomi Wolfson (Head of Technical Services). Also present were Winnetka residents Jeanne Beckman, Jeffrey Liss, and Nancy Fox.

III. Library Report

(Please note: The order of the meeting was switched to allow a quorum to be present before any votes took place. Trustee Neustadt arrived during the Library Report at 7:02pm and a quorum was present.)

BOARD PRESIDENT'S REPORT:

President Johnson attended the League of Women Voters session on tax increment financing (TIF) where he learned a lot about the process and mechanics of TIF. Any increase in the tax base goes into the TIF District rather than the typical taxing districts. If the TIF process continues to move forward for the area in Winnetka the Library will be looking for opportunities to have an Intergovernmental Agreement with the TIF district to possibly get tax money to go towards the upcoming landscape project for the Winnetka Library.

LIBRARY DIRECTOR'S REPORT:

Director Wolf stated that all staff are prepping to be closed for the month of February with the Winnetka Library reopening on March 5th. Staff were welcomed to attend a presentation on January 16th by Midwest Environmental Consulting regarding the asbestos removal and safety during the month of closure.

Polaris migration preparation continues, staff will begin training in February. In preparation of the Library closure Kanopy and Strictly Digital have been added as digital services and can be accessed from the library website.

Director Wolf stated that there were errors in the virtual statistics, specifically how they were entered in 2017. This is being looked into and we expected a corrected report next month.

IV. Liaisons to Other Organizations – Reports

RAILS: Director Wolf had nothing to report.

Winnetka Village: Trustee Anwar had nothing to report.

Winnetka Plan Commission: Trustee McCarthy had nothing to report.

Northfield Village: Trustee Neustadt stated that there were still discussions regarding a multi-unit development on Winnetka Road. There may also be plans to expand the tennis courts at New Trier.

V. Public Comments

Winnetka resident, Jeffrey Liss, stated that there will only be about 62 units in the TIF district. Jeffrey wanted the Board to ensure that the Library is protected for the increase in cost of living regarding the units in the possible TIF district.

Winnetka resident, Jeanne Beckman, questioned how the A frame shelving met accessibility standards. Director Wolf stated that the A-frame shelving units met the American Library Association standards of accessibility.

Ms. Beckman also recommended that the Winnetka Library have a ramp to the front door on the side of Green Bay Road. She also recommended that desk lamps be available at the tables.

Winnetka Resident, Nancy Fox, questioned what would happen in the Lloyd Room during the renovation. Director Wolf responded that the ceiling will be abated, and new lighting and carpeting will be installed. A new monitor for presentations will be installed. The closets will be pushed back and the ledge near the fire place will be pulled back.

Toby Nicholson sent an email to President Johnson asking if there was any way to add an audio loop to the Lloyd Room. Director Wolf is in discussion with a consultant to see what hearing accessibility options there are for the Lloyd Room.

VI. Vote to Approve Consent Agenda*

- Vote to Approve Minutes of November 20th, 2017 Regular Meeting
- Vote to Approve Minutes of December 18th, 2017 Regular Minutes

President Johnson pointed out a wording error in the minutes of December 18th, 2017 Regular Minutes.

A MOTION was made by Trustee Shoup to approve the November 20th, 2017 Regular Minutes and seconded by Trustee Anwar.

The MOTION passed on a voice vote.

A MOTION was made by Trustee Anwar to approve the December 18th, 2017 Regular Minutes and seconded by Trustee Neustadt.

The MOTION passed on a voice vote.

VII. Financial Report

Director Wolf stated that tax revenues for the second portion of the year will be coming soon.

President Johnson questioned why the personnel line was under budget. Director Wolf stated that there are unfilled positions. In addition, job descriptions will be updated for circulation staff with the new requirements of the combined desk.

A MOTION was made by Trustee Anwar to approve the December 2017 Financial Statements and seconded by Trustee McCarthy.

The MOTION passed on a voice vote.

VIII. Unfinished Business

- *Update regarding Winnetka Main Floor Renovation*

Director Wolf presented fabrics to the Board.

Trustee Shoup asked whether the cinder block wall on the mezzanine could be covered with acoustic material or painted. Director Wolf stated that a painting may go on the mezzanine and she believes that the cinderblock will be covered in acoustic material.

Sarah Quish, Head of Communications and Marketing, presented the different channels of communication that the Library is using for the renovation. Posters, signs, tabletop towers, bookmarks, fliers, banners, eblasts, social media, website, and library screens will be used to advertise the process of the renovation and the Winnetka Library closure.

Director Wolf stated that new materials will be kept live for holds. All other materials the Winnetka Library will be shadowed from the public catalog system, as they will not be able to be accessed for the full time of closure.

IX. Communications

Director Wolf announced the following:

- The Board will have a Study Session on February 5th at the Northfield Branch Library Community Room.
- The Board will have a Regular Board Meeting on February 19th at the Northfield Branch Library Community Room.

X. Public Comments

Winnetka resident Nancy Fox stated that she used to come to the Winnetka Library for the periodical room and liked that the Board was considering putting popular magazines in the Quiet Room as well as newspapers.

Winnetka resident Jeanne Beckman showed concern about larger winged chairs facing the windows in the Quiet Room and that the bar seating in the mezzanine is not accessible to people in wheelchairs.

President Johnson stated to the board that we have several types of seating that are accessible and the furniture is designed to have a flexible set up. President Johnson also stated that the direction of the furniture is to be multi-generational allowing different groups of people access to the same space.

Winnetka resident Jeffrey Liss stated that he likes the Library to be a lively space, the wall color palette seems too gloomy.

XI. Adjournment

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Neustadt and seconded by Trustee Shoup. The MOTION passed on a voice vote and President Johnson adjourned the meeting at 7:59 p.m.

Respectfully submitted,

Katie Cangelosi
Recording Secretary

_____ Brian Johnson, President

_____ Suzanne Shoup, Secretary