

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

March 19th, 2018

I. Call to Order

The meeting was held at the Northfield Library, 1785 Orchard Lane Northfield, Illinois. President Johnson called the meeting to order at 7:02 p.m. A quorum was present.

II. Roll Call

Present: President Brian Johnson, and Trustees Kathleen Reichert, Suzie Shoup and Lois Neustadt; and Library Director Rebecca Wolf.

Called in: Trustee Raheela Anwar

Absent: Trustees Jean-Paul Ruiz-Funes and Keta McCarthy

Present were library employees; Katie Cangelosi (Administrative Assistant) and Sarah Quish (Head of Communications and Marketing). Present to represent the North Shore chapter of Hearing Loss Association of America was Sharon King with support from Mary R. Blumer-Reed of the North Shore Senior Center. Also present was Nancy Fox of the League of Women Voters.

III. Public Comments

Sharon King stated that she believes an adoption of the recommendation on Lloyd Room Hearing Assistance and AV Equipment will be an important step forward for the Library and the community.

IV. Vote to Approve Minutes of February 19, 2018 Regular Meeting*

A MOTION was made by Trustee Reichert to approve the Minutes of February 19th, 2018 Regular Meeting, and seconded by Trustee Shoup.

The MOTION passed on a voice vote.

V. Financial Report

Director Wolf stated that there was no pay application from Shales McNutt for February, but the Board should expect to see them in the next month.

Trustee Reichert asked why the Adult Services line was running high. Director Wolf stated that the adult services line typically runs higher because certain services like databases are paid at the beginning of the year.

Trustee Shoup asked if the hours worked by the tagging team were billed as overtime pay. Director Wolf stated that no staff member worked overtime for tagging. Additional tagging hours were approved for March but not overtime hours.

A MOTION was made by Trustee Reichert to approve the February 2018 Financial Statements and seconded by Trustee Shoup.

The MOTION passed on a voice vote.

VI. Library Report

BOARD PRESIDENT'S REPORT:

(Trustee Anwar left the meeting.)

President Johnson stated that an anonymous letter was sent to the trustees regarding patron and child safety during the construction. President Johnson stated that now there is a plastic gate between the construction zones and patron areas. All contractors working on premises are insured and work hard to ensure safety for patrons, staff, and themselves.

President Johnson reported a trend in district 36 schools concerning declining K-8th grade attendance in the District 36. President Johnson outlined the three options that D36 is contemplating:

- 1) Maintain - Crow Island, Greeley, and Hubbard Woods become K-4 grade level with an expansion to Washburne of grade levels 5-8.
- 2) Enhance - Crow Island, Geeley, and Hubbard Woods are K-3 grade levels with an expansion to Washburne of grade levels 4-8.
- 3) Transform - Crow Island becomes K-1 grade level and Skokie site will expand for grades 2-8. Washburne gymnasium to be preserved for a community facility.

President Johnson also stated that at a former Village of Winnetka Board meeting, Chris Rintz proposed to streamline the members of the Winnetka Plan Commission by removing members who were liaisons of taxing bodies; including Library Trustee McCarthy, the Winnetka Park District liaison and the School District liaison.

The Trustees are currently in correspondence with Chris Rintz and the Plan Commission with hopes that the Library District will be heavily involved in the new Comprehension Plan, the Downtown Master Plan, and TIF planning should it move forward.

LIBRARY DIRECTOR'S REPORT:

Director Wolf stated that construction is under way and currently on schedule at the Winnetka Library. The Winnetka Library will have a late open on Thursday, March 22, 2018 for installation of the front doors.

Staff have worked hard to ensure that patrons are accommodated during times of construction. The circulation staff continue to work very hard to finish tagging for the RFID project.

Director Wolf stated that staff were able to attend an all-day training for Reader's Advisory by Becky Stratford, Reader's Advisory expert. From this training, the Reader's Advisory Committee was created, and will be chaired by Erin Collins, Adult Services Librarian.

Director Wolf stated that Winnetka circulation statistics were incorrect for the month of February and staff are looking into this issue.

Director Wolf introduced a proposal for the digital library budget to be increased. The demand for digital materials continues to grow, calling for a potential consolidation of digital services as well as an increase in the budget. The proposal requested an additional \$30,000 for digital materials.

Discussion followed concerning the growth of digital materials in the District.

VII. Liaisons to Other Organizations-Reports

Director Wolf stated that RAILS has nothing to report.

Trustee Anwar was absent and did not report on the Winnetka Village. President Johnson discussed District 36 schools in the Board President's report.

Trustee McCarthy was absent and did not report on the Winnetka Plan Commission. President Johnson discussed the possibility of the Winnetka Plan Commission eliminating liaison positions in the Board President's report.

Trustee Neustadt stated that the Northfield Village had nothing to report.

VIII. Unfinished Business

- *Update on the Progress of the Winnetka Main Floor Renovation*

Director Wolf stated that the renovation is on schedule at the Winnetka Library with:

- The Quiet Room to be completed by the end of March
- The ceiling to be completed by the end of March
- The Study Rooms to be completed by mid-April
- The Northfield Restrooms are set to be completed towards the end of April
- Installation of front doors Thursday, March 22, 2018 (the Winnetka Library will open at 1:00pm)
- All construction is set to be completed mid-June

The Board recognized the hard work of all staff members during this time of construction across the District.

IX. New Business

- *Discussion of Draft of Working Budget for Fiscal Year 2018-2019**

President Johnson stated that this meeting's budgetary discussion was to give Director Wolf feedback on the budget.

Director Wolf stated that the projected income is up 1.9%.

Director Wolf stated that a tube replacement is needed for the laser engraver machine and an upgrade on a more powerful laser resulting in the Studio Maintenance line to increase.

President Johnson presented Trustee Ruiz-Funes's thoughts on the draft of the budget. President Johnson asked whether the personnel savings due to the RFID project were factored into the budget. Director Wolf stated that they were not for two reasons, the first being that we will see natural attrition over time and it is too early to predict when we will

see this happen, and because the intention is to move the position Circulation Clerk to an associate level with the increase in position duties.

President Johnson asked what it would take to keep the increase in general expenses to stay in line with the increase in revenue. Discussion followed regarding general expenses.

President Johnson questioned why capital outlay is expected to spend over budget this fiscal year. Director Wolf explained that the following additional items were approved that drove capital outlay to come in over budget:

- Additional Furniture including for the mezzanine
- Additions to the Northfield bathrooms such as a heating pump for hot water
- Lighting

President Johnson asked what entailed the capital outlay amount for fiscal year 2018/2019. Director Wolf responded that the capital outlay number may include the following:

- Capital Asset Study
- Landscape and Patio Project at the Winnetka Library
- Northfield Circulation Desk Update

- *Discussion and Vote on Lloyd Room Hearing Assistance and AV Equipment**

Director Wolf stated that she spoke to two consultants; Tom Harm and Steve Thunder, about costs of the equipment. The fee was nominal to proceed with the hearing loop in the Lloyd Room.

Discussion followed regarding how many modern hearing aids will be compatible with the hearing loop technology. Not all, but most hearing aids have the T-coil that will work with the hearing loop.

Director Wolf stated that the difference of cost in the AV equipment in the Lloyd Room to add the hearing loop is about \$2,400.

A MOTION was made by Trustee Reichert to approve the proposal for the Lloyd Room Hearing Assistance and AV Equipment, and seconded by Trustee Neustadt.

ROLL CALL VOTE

AYES: Trustees Johnson, Neustadt, Reichert, and Shoup

NAYS:

ABSENT: Trustees Anwar, McCarthy, and Ruiz-Funes

MOTION CARRIED

- *Discussion and Vote on Study Room Policy**

Director Wolf presented the Study Room Policy with the amended language that was requested by the Board.

Discussion followed regarding the length of study room reservations.

A MOTION was made by Trustee Shoup to approve the Study Room Policy and seconded by Trustee Neustadt.

The MOTION passed on a voice vote.

X. Communications

- Thursday March 22, 2018 the Winnetka Library will open late at 1pm for installation of the front doors.
- The Board will have a Regular Meeting on April 18, 2018 at the Northfield Branch Library.

XI. Public Comments

No Public Comments

XII. Adjournment

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Reichert and seconded by Trustee Neustadt. The MOTION passed on a voice vote and President Johnson adjourned the meeting at 8:31 p.m.

Respectfully submitted,

Katie Cangelosi
Recording Secretary

_____ Brian Johnson, President

_____ Suzanne Shoup, Secretary