

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

April 15, 2019

I. Call to Order

The meeting was held at the Northfield Branch Library, 1785 Orchard Lane Northfield, 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 Jean-Paul Ruiz-Funes, Suzie Shoup, Lois Neustadt, Keta McCarthy, Raheela Anwar and Kathleen Reichert; and Library Director Rebecca Wolf.

Present were library employees; Nicola White (Administrative Assistant), Sarah Quish (Head of Communications and Marketing), Stephanie Girardi (Collection Services Acquisitions Associate) and Sydney Clark (Library Associate). Present were trustee elects Travis Gosselin and Deborah Vandergrift. Present were Winnetka residents Jeffrey Liss and Peter Tyor.

III. Public Comments

Jeffrey Liss thanked the Board for their service. He suggested modifying the procedure for public comments so that there are more opportunities for the audience to make comments throughout the meeting; such as before a vote, or after a presentation.

IV. Vote to Approve Minutes of the March 18, 2019 Regular Meeting*

A MOTION was made by Trustee Ruiz-Funes to approve the March 18, 2019 Regular Board Meeting Minutes and seconded by Trustee McCarthy.

The MOTION passed on a voice vote.

V. Financial Report

Director Wolf stated that revenues are coming in as expected.

Director Wolf reviewed the District's utility costs. She stated that electricity is running high at both the Northfield Branch Library and the Winnetka Library; however, usage is lower, meaning the cost of the utility has increased. Director Wolf has adjusted for this in the budget for next fiscal year.

President Johnson asked why the District is underspending in the personnel budget line, and Director Wolf responded that it is because they anticipated filling the three librarian II positions sooner, and there are also a few significant library positions that were left unfilled.

Trustee McCarthy asked for the salaries of the librarian II positions and Director Wolf responded that the range is between \$46,000 to \$69,000 dependent on qualifications.

President Johnson asked that Director Wolf determine what the budget impact would be for having the three librarian II positions filled for a full year.

Director Wolf stated that the District is expecting to receive \$10,000 from the Village of Northfield for adhering to the Zoning Ordinance when remodeling the Northfield Branch Library restrooms.

Trustee Ruiz-Funes asked why the building budget line is running at 135% and Director Wolf responded that it is from the payment to Shales McNutt which was paid this last fiscal year.

A MOTION was made by Trustee Anwar to approve the March 2019 Financial Statements and seconded by Trustee Reichert.

The MOTION passed on a voice vote.

VI. Library Report

BOARD PRESIDENT'S REPORT:

President Johnson announced that he attended the Chamber of Commerce Recognition Luncheon. He stated that there was a great turnout from the Library, and that Mark Swenson's Librarian of the Year award was very well-deserved.

President Johnson stated that he attended a cookbook class led by Stephanie Girardi (Collection Services Acquisitions Associate) for the first time, and it was a great success.

President Johnson stated that he attended the program on Winnetka Architecture led by former Board President Laurie Peterson. Director Wolf stated that it was a very popular event, and Trustee Ruiz-Funes suggested having Laurie Peterson back for a second presentation.

President Johnson stated that he attended the Northfield Renovation Open House on Wednesday, April 10, 2019.

President Johnson stated that on May 8, 2019 there will be an Elected Leaders Town Hall meeting. He will be out of town, so Vice President Reichert will be attending in his absence.

LIBRARY DIRECTOR'S REPORT:

Director Wolf stated that the District has been working with Lakota Group on the patio project and the Design Plan Review is on Thursday, April 18, 2019.

Director Wolf stated that Greg Mueller who runs the building services management company is retiring and closing the business. He will be with the District until July 1, 2019. Director Wolf is interviewing other companies for facilities and building management.

Director Wolf stated that collection development librarians Nick Mall and Kate Grabon ran an analysis and made a recommendation to reduce the number of on-shelf items at the Northfield Branch by 20%. Based on factors including circulation and the age of materials.

Trustees Reichert and McCarthy emphasized the need to keep titles that may not circulate often but are important to a core collection, such as classics.

President Johnson stated that because the Northfield Branch is a smaller collection, the District should determine the purpose of the permanent collection and build on what is retained.

Director Wolf stated that the District is looking at how the collections are doing in their respective branches, bearing in mind the core collection. She stated that the District is part of a consortia made up of 26 libraries, and we therefore have larger collections available to our patrons. She also stated that the District can borrow materials from anywhere in the United States through interlibrary loan.

Director Wolf stated that the District will always have hard copies of classic titles, and if they are unavailable, we have them digitally.

Director Wolf stated that weeding is part of good maintenance of a collection. Kate and Nick looked at what needs to be achieved in order to make a more functional space for patrons where materials can be shelved and accessed easily.

Director Wolf stated that collection librarians are thoughtfully deciding what materials are worthy to keep on the shelves. She stated that having everything is not as important as having what is popular at the Branch. Both collection librarians do work at the Northfield and Winnetka Branches, so they have a perspective on patron needs of both locations.

Trustee McCarthy asked if the Collection HQ software includes demographics about the community. Director Wolf responded that it uses circulation data and is not a survey of patrons.

President Johnson asked how the District will ensure that titles with merit or community value are not weeded, even if the circulation numbers are not good. Director Wolf responded that the collection development librarians are writing up a collection plan that they will present to staff at the end of May. She also stated that the District's Assistant Director and Head of Adult Services is well-versed in core collection requirements.

Trustee Neustadt stated that she is concerned about the drastic weed and wants to be sure that patrons can find the materials they need. Director Wolf responded that although it may seem drastic, it is what needs to be done in order to shelve materials.

Trustee Shoup asked when the Northfield collection was last weeded. Director Wolf responded that the effort has been continuous, but now it will be more aggressive.

Director Wolf stated that the summer reading theme is going to be ‘Reading is our Superpower.’ Staff are well-prepared and excited about the superhero theme.

Director Wolf stated that the One Book Two Villages event is being promoted, and tickets will be going on sale in June.

Director Wolf reviewed the District’s quarterly statistics. She stated that there is good growth in digital, and although there is a slight down trend in physical initial checkouts, overall circulation is trending upward.

Director Wolf stated that the District is starting the inventory process. There are interesting loss ratios, and the District is hoping to bring them down by learning how items were missed and following better practices going forward.

VII. Liaisons to Other Organizations-Reports

- *RAILS* - Director Wolf stated that there is nothing new to report on RAILS.
- *Winnetka Village*- Trustee Anwar stated that OneWinnetka passed with the review board, and they may or may not scale back depending on funding.
- *Northfield Village*- Trustee Neustadt stated that construction will be starting on Northfield Road. She stated that the Planned Unit Development passed, so there will be ten new homes built on Willow Road. Trustee Neustadt stated that the recent election was unique for Northfield because it was contested for the first time. She also stated that Northfield raised water prices by 4% which may affect Library bills.

VIII. Unfinished Business

- *Update and Discussion on feedback for the Design of the Northfield Branch Remodel*
Director Wolf went over the survey results and open house feedback with the Board. She stated that the main takeaways were that the Glass Room should be kept, but maybe expanded and made ADA compliant, and that the children’s area should remain in the back of the building. She found that patrons like having an adult space separate from the rest of the library and felt an open concept may take away from that.

Director Wolf stated that many patrons liked the idea of having study rooms but wanted to keep the glass wall.

Director Wolf stated that she was surprised that the survey results for the self-check portal were split down the middle, because many patrons have asked about having one at the Northfield Branch.

Trustee Reichert stated that almost all the patrons she spoke with at the open house asked that the space remain warm and comfortable, and they felt it should be different from the design at the Winnetka Library.

Trustee Shoup stated that one patron mentioned that the current fluorescent lighting at the Northfield Branch is dangerous for those who are light sensitive. She stated that her

overall impression was that the changes do not need to be grandiose, but rather simple and convenient.

Trustee Ruiz-Funes asked if patrons felt they did not need the study rooms because the Glass Room acts as a large study room. Director Wolf responded that she did not feel patrons were choosing one over the other. She suggested they ask the community about study rooms again after revising the plans to include the Glass Room.

President Johnson stated that the patrons who did express the desire for study rooms felt very strongly about them.

Trustee Neustadt stated that she heard some concern about losing the collection. She also stated that an open desk design may discourage patrons from approaching the desk.

Director Wolf stated that the District plans to do some updating but will keep the same feeling and warmth. She stated that patrons felt strongly and truly care about the library, which is wonderful.

President Johnson stated that he received a suggestion from a patron to expand the Glass Room to include the fireplace area. He also stated that there was support to enclose the walkway to the Community Room, however that may be outside of the scope of this renovation.

Trustee Ruiz-Funes asked if we can investigate the possibility and cost of enclosing the walkway and Director Wolf responded that she does not know if it is possible, but she will find out.

Trustee Ruiz-Funes stated that it has been almost one year since the Winnetka Library renovation. He suggested the Board debrief and consider what they learned from the renovation.

President Johnson opened the meeting for Public Comments.

Jeffrey Liss asked if changing the Northfield plans will affect the timeline for the project.

Mr. Liss asked if the Board had spoken to Product Architecture + Design about adding the circular lighting from the Winnetka Library to the Northfield Branch for continuity.

President Johnson stated that the sense of the Board is to slow down, rethink the plans and gather more community input.

Director Wolf stated that the next steps are to review each of the comments from the community survey and then find out from the architects what the options are for expanding the Glass Room and making it ADA compliant. She stated that they are no longer pushing the August timeline, and hopes to have something else to come back to the Community with by September so that it can be added to the Source.

Trustee Neustadt mentioned that it is important for communication regarding the renovation to be sent by mail because a portion of the community is ignored when information is only sent out electronically.

Trustee Reichert asked if the project can still occur during the next fiscal year and asked if there is another good month for the library to be closed. Director Wolf responded that the project can be done in the upcoming fiscal year, and that February would be the next best month to close.

Trustee Ruiz-Funes asked if Director Wolf pulled data regarding cross-visitorship. Director Wolf responded that she did and found that there is not a lot of crossover between Winnetka and Northfield patrons. She stated that when having a conversation with a staff member she realized that the District does not advertise that there is another location, so that is a promotional opportunity going forward.

- *Update on the Strategic Planning Process*

Director Wolf stated that there will be a postcard hitting homes reminding patrons to fill out the survey. The survey starts April 18th and will go through May 1st. She stated that District staff will be promoting the survey at various locations in town, and they hope to have a lot of participation.

Director Wolf stated that they focused on making the survey easy to take on a mobile device, because she suspects that most patrons will be completing it on their phones and tablets.

IX. New Business

- *Discussion and Vote to Engage New Accountant Services*

Director Wolf stated that the District has been with Zabinski Consulting for multiple years. In order to keep up with best practice, and as the needs of the Library change, she suggested using Lauterbach & Amen as the District's accountant in the next fiscal year.

Director Wolf stated that Lauterbach & Amen have previously done our auditing, but this will be their last year doing so. She stated that as part of the Financial Planning Fiscal Accountability Policy, the District will be going out to Request for Proposal (RFP) for a new auditor.

Director Wolf stated that Lauterbach & Amen have extensive experience with libraries and is equipped to help with the financial projections we need. Their fee also includes a change from QuickBooks to a more robust software platform that has a more features for reporting.

Director Wolf stated that the change in annual fees would be a \$4,000 increase.

Trustee Ruiz-Funes stated that although it is only \$4,000 it is still a 25% increase. He stated that he does not necessarily like the increase, but there are advantages to using higher quality accountants. He stated this change will provide more operational insights.

A MOTION was made by Trustee Neustadt to Engage New Accountant Services and seconded by Trustee McCarthy.

ROLL CALL VOTE

AYES: Trustees Johnson, Anwar, Reichert, Neustadt, Ruiz-Funes, McCarthy and Shoup

NAYS:

ABSENT:

MOTION CARRIED

- *Discussion Regarding Proposed Working Budget for FY 2019-2020*

Director Wolf stated that the purpose of discussing the budget now is so that the Board can give her direction. She has written a draft of the working budget, and asked if there is anything they would like her to revise or bring back to the next meeting. She stated that ideally, the Board will vote on the 2019-2020 budget at the May meeting.

Trustee Reichert asked for more information about the Northfield Renovation costs and the budget impact from a capital standpoint.

Director Wolf stated that the District has been doing very well with interest and has accounted for it in next year's budget.

President Johnson stated that the tax collection led to a big increase in revenue and he is concerned about the accuracy of those projections. Director Wolf stated that she will take another look at it to make sure the numbers are correct.

President Johnson asked for more clarification regarding the slight reduction in the personnel budget.

Trustee Ruiz-Funes stated that revenues have been growing 1.5% each year. He recommended that the District keep expenses growing at no more than the 1.5% each year and stated that any surplus created by interest should go into the capital reserves.

Trustee McCarthy mentioned that the Adult Services budget for online databases is increasing by 11% and asked if data from the survey will address whether this expense is worth it. Director Wolf responded that we will have survey results soon, but when looking at statistics we see tremendous growth in the usage of digital materials and online databases.

Trustee Neustadt asked if the building budget will change if the Northfield Renovation is less expensive and Director Wolf responded that it would.

Trustee Neustadt mentioned the decrease in the water budget and reminded Director Wolf that water prices in Northfield are increasing. Director Wolf stated that she will adjust that budget line accordingly.

Trustee Ruiz-Funes asked if the Board should come up with a base budget and then consider what they would need to spend to achieve specific strategic objectives, such as

extending the reach of the Library. As an example, he asked if the District were to spend \$20,000 on marketing, how many patrons could they bring to the Library?

Director Wolf stated that it would be worth investigating after we have completed the strategic plan.

X. Communications

- *Winnetka Plan Design Review Board Meeting at 7:00 p.m. Thursday, April 18, 2019. The Winnetka Patio Project will be under review.*
- *Statement of Economic Interests for Elected Officials (Ethics Act) deadline is May 1, 2019.*

XI. Public Comments

Jeffrey Liss asked if the collection policy that the collection librarians are developing will be available to the public.

XII. Closed Session

A MOTION was made by Trustee McCarthy to adjourn to Closed Session per 5 ILCS 120/2(c) (21): To review minutes of meetings lawfully closed under the Open Meetings Act as mandated by Section 2.06 of the Act and 5 ILCS 120/2(c)(1): To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library district, and seconded by Trustee Shoup.

The MOTION passed on a voice vote and President Johnson adjourned to a Closed Session at 8:46 p.m.

XIII. Return to Open Session

A MOTION was made by Trustee Neustadt to return to Open Session and seconded by Trustee McCarthy.

The MOTION passed on a voice vote and President Johnson called the meeting back to order at 10:14 p.m.

XIV. Vote to Approve Minutes of Meetings Lawfully Closed Under the Open Meetings Act

A MOTION was made by Trustee McCarthy to approve Minutes of Meetings Lawfully Closed Under the Open Meetings Act and seconded by Trustee Neustadt.

The MOTION passed on a voice vote.

XV. Vote to Make Public the Minutes of Meetings Lawfully Closed Under the Open Meetings Act

The Board did not vote to Make Public the Minutes of Meetings Lawfully Closed Under the Open Meetings Act.

XVI. Vote to Destroy Verbatim Recordings of Closed Session Meetings Older than 18 Months in which Minutes Have Been Approved

A MOTION to Destroy Verbatim Recordings of Closed Session Meetings Older than 18 Months in which Minutes Have Been Approved was made by Trustee Reichert and seconded by Trustee McCarthy.

The MOTION passed on a voice vote.

XVII.

Adjournment

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Neustadt and seconded by Trustee McCarthy. The MOTION passed on a voice vote and President Johnson adjourned the meeting at 10:16 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Brian Johnson, President

_____ Suzanne Shoup, Secretary