

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

November 19, 2018

**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 7:02 p.m. A quorum was present.

**II. Roll Call**

Present: President Brian Johnson, and Trustees Jean-Paul Ruiz-Funes, Suzie Shoup, Keta McCarthy, Lois Neustadt, 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), and Stephanie Girardi (Acquisitions and Technical Services Associate). Present was Lauterbach and Amen partner Jamie Wilkey. Present was Winnetka resident Jeffrey Liss and from the League of Women Voters was Nancy Fox also in attendance.

**III. Public Comments**

No public comments.

**IV. Presentation of Annual Audit by Lauterbach and Amen, LLP\***

Partner Jamie Wilkey of Lauterbach and Amen presented an overview of the audit for the 2017-2018 Fiscal Year.

Wilkey stated that the two main goals of the Financial Statement Audit are to ensure the financial statements are materially correct, and to confirm statements are prepared in accordance with accounting principles that are accepted in the United States of America.

Wilkey announced that it was a very successful audit process with no issues to bring to the Board. Wilkey stated that no auditor proposed adjusting journal entries. The District was issued an 'Unmodified Opinion,' which is a clean audit opinion, and the highest level Lauterbach and Amen can issue.

Wilkey stated that General Fund revenues exceeded budget due to interest earnings, and General Fund expenditures exceeded budget due to the timing of capital projects. Wilkey stated that the ending fund balance within the General Fund totaled just over 2.5 million dollars on June 30, 2018. This represents about 49% of operating expenditures, or a six-month reserve.

Wilkey reported that as of December 31, 2017 IMRF was 102.7% funded.

President Johnson asked about the amount of expenses from the previous fiscal year compared to last year's preceding fiscal year. Wilkey responded that she did not currently have last year's number but could find it and get back to him.

Director Wolf asked if the resolution that the Board will be passing tonight has already been reflected in the audit, and Wilkey responded that it has.

Wilkey reviewed the Management Letter with the Board. She indicated that the District has no new management recommendations for this fiscal year and stated that all prior recommendations have been fully implemented.

**V. Vote to Approve Minutes of October 15, 2018 Regular Meeting\***

A MOTION was made by Trustee Neustadt to approve the October 15, 2018 Regular Board Meeting Minutes and seconded by Trustee McCarthy.

The MOTION passed on a voice vote.

**VI. Financial Report**

Director Wolf stated that revenues are coming in slightly higher than expected as we continue to pay bills from last fiscal year.

Director Wolf stated that interest is higher than anticipated.

Director Wolf stated that fines are continuing to trend down due to automatic renewals, and she expects this to continue.

Director Wolf stated that capital is running high due to expected payments from previous projects. She is hoping to close the projects soon.

A MOTION was made by Trustee McCarthy to approve the October 2018 Financial Statements and seconded by Trustee Neustadt.

The MOTION passed on a voice vote.

**VII. Library Report**

**BOARD PRESIDENT'S REPORT:**

President Johnson attended the Patio Project Open House at the Winnetka Library.

President Johnson stated that the District received favorable publicity in the Winnetka Current article, "Winnetka Library Patio Project to Begin Fall 2019."

President Johnson attended the Winnetka Caucus Fundraiser & Candidates Forum and met two of the three new trustee candidates. He stated that the three candidates are: Travis Gosselin, Brian Schmisek, and Deborah Vandergrift. Trustee McCarthy suggested inviting the candidates to future Board meetings, and Director Wolf responded that she will reach out to the candidates once they are officially nominated.

**LIBRARY DIRECTOR'S REPORT:**

Director Wolf announced that the Winnetka Library parking lot has been restriped, and the District has received compliments from patrons.

Director Wolf stated that the District received several positive comments at the Patio Project Open House, as well as fifteen comments that were received online. She stated that the two main concerns were having to deal with more construction and making sure the renovation is ADA compliant.

President Johnson stated that one of the trustees received a recommendation for parking to be addressed during the second or third stage of renovations. Director Wolf agreed.

Director Wolf stated that patrons requested the patio include outlets, tables, and additional lighting.

Director Wolf received an excited comment stating that the new patio will be a gateway to Winnetka.

Director Wolf stated that the District is still open for comments, and has a positive momentum going forward.

Trustee Ruiz-Funes asked how the District is collecting comments, and Director Wolf responded that comments are mainly collected online.

Director Wolf announced that Naomi Wolfson, Head of Technical Services, has resigned from her position and will be joining the team in Independence, Missouri's Mid-Continent Public Library as their Technical Services Manager.

Director Wolf stated that circulation for the month of October is doing well, and that automatic renewals are continuing to increase circulation. She stated that next month the Board will view statistics with and without renewals, as well as hear staff presentations regarding digital material.

Director Wolf announced that the District met the per capita requirement for the Illinois Veterans History Project. The goal is to recognize veterans for their service, and to create a digital archive and history of veterans in Illinois.

Director Wolf stated that study room usage is up again; rooms are being booked and used. She also stated that the District is ready for finals week. The library will be open late for students.

Director Wolf stated that the Studio anniversary showcase went very well. The District broke records with the number of patrons who attended.

Director Wolf announced that the winter issue of the Source was mailed to District homes.

The District was asked about the number of Winnetka-Northfield resident cardholders using the Studio in comparison to other library cardholders. Director Wolf gathered information on the studio fees being charged and found that 67% were Winnetka cardholders, 2% were Kenilworth cardholders, and 31% were other library cardholders.

Trustee Reichert mentioned that some patrons bring their own materials and therefore do not pay studio fees. Director Wolf responded that it is not accurate of all the patrons who use it; it gives us an idea of usage and materials. Overall, Director Wolf found that the Studio is primarily used by Winnetka-Northfield patrons.

Trustee Neustadt asked if there will be a set of rules for the Studio given that the holidays are approaching. Director Wolf stated that there will be a sign-up sheet and time limits will be enforced.

Trustee McCarthy inquired about the decline in youth program attendance. Director Wolf responded that the number of programs is not down significantly, but the District has had patrons register for programs and not show up. Director Wolf said she would speak to the Head of Youth services regarding last month's programs.

Director Wolf announced that the District will soon have a programming librarian who will be intricately involved in the planning and execution of programs. President Johnson asked if this new position is in the budget, and Director Wolf responded that it is because the Head of Technical Services position will not be replaced; instead the District will be creating three Librarian 2 positions. Director Wolf stated that this is an opportunity for staff to grow within the District without becoming management.

Trustee McCarthy asked for more information about the District's new podcast, "Review." Director Wolf explained that staff took it upon themselves to start a podcast where they discuss a variety of books across all genres and reading levels.

Trustee Ruiz-Funes mentioned that the District is still in a system transition, so the circulation statistics are distorted. Director Wolf stated that the staff presentation in December will provide the Board with the information that the District does have.

#### **VIII. Liaisons to Other Organizations-Reports**

- *RAILS* - Director Wolf stated that there is nothing new to report on RAILS.
- *Winnetka Village*- Trustee Anwar stated that there is nothing new to report from the Winnetka Village.
- *Northfield Village*- Trustee Neustadt stated that the only change in Northfield Village is that construction will be occurring on Willow Road to replace East Willow Cleaners with a drive-thru bank.

#### **IX. Unfinished Business**

- *Discussion and Vote on Fiscal Year 2018-2019 Tax Levy\**  
Director Wolf reviewed the Tax Levy with the Board.

A MOTION was made by Trustee Reichert to approve the Fiscal Year 2018-2019 Tax Levy and seconded by Trustee McCarthy.

ROLL CALL:

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

NAY:

- *Discussion of Proposed Patio Project Feedback*  
Trustee Reichert asked when the Board will hear from The Lakota Group again. Director Wolf responded that her plan is to meet with them again in January.

#### **X. New Business**

- *Discussion and Vote to Approve Annual Audit for Fiscal Year 2017-2018\**  
There were no concerns regarding the Lauterbach and Amen Annual Audit for Fiscal Year 2017-2018.

A MOTION was made by Trustee Shoup to approve the Annual Audit for Fiscal Year 2017-2018 and seconded by Trustee Neustadt.

ROLL CALL:

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

NAY:

- *Vote to Amend Fund Balance Policy\**  
Director Wolf noted that the only change to the Fund Balance Policy is that the District will make funds whole at the end of the year from the General Fund.

Trustee Ruiz-Funes asked what this amendment affects. Director Wolf stated that it only affects the restricted revenue funds for IMRF and FICA.

Trustee Ruiz-Funes asked for a review of why the Board will be making this amendment. Director Wolf responded that it is because the District funds the IMRF and FICA funds from the General Fund, so they are making the statement true, we are amending the policy to be transparent about how we handle the deficiencies at the end of the year.

A MOTION was made by Trustee Anwar to Amend the Fund Balance Policy and seconded by Trustee Neustadt.

The MOTION passed on a voice vote.

- *Vote to Approve Resolution to move funds from the Special Reserve Fund to the General Fund\**  
Director Wolf explained that the District will be transferring funds in order to spend \$500,000 on last year's projects. The District will spend the operating account down to six months of operating reserve, and then move \$500,000 from the Special Reserve Fund to pay for capital projects.

A MOTION was made by Trustee Anwar to approve the Resolution to move funds from the Special Reserve Fund to the General Fund and seconded by Trustee McCarthy.

ROLL CALL:

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

NAY:

- *Vote to Approve Resolution to move funds from the General Fund to FICA and IMRF Funds\**

Director Wolf explained that the District will move funds from the General Fund to make the IMRF and FICA funds whole, and therefore start this year at zero.

A MOTION was made by Trustee Anwar to approve the Resolution to move funds from the General Fund to the IMRF Fund and seconded by Trustee Shoup.

ROLL CALL:

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

NAY:

A MOTION was made by Trustee Neustadt to approve the Resolution to move funds from the General Fund to the FICA Fund and seconded by Trustee McCarthy.

ROLL CALL:

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

NAY:

- *Discussion and Vote to Approve Library Staff Health Insurance Coverage Change\**

Director Wolf explained that the current staff health insurance policy does not cover anything beyond the individual and recommended that the District start covering a portion of family insurance.

Trustee Ruiz-Funes asked how much the District would have to budget in order to change the health insurance coverage. Director Wolf stated that the maximum budget would be about \$175,000-\$200,000; however, we do not currently budget for all eligible staff to have health insurance because typically not everyone elects to use it.

Trustee Ruiz-Funes stated that the Board should understand the health coverage in terms of the total compensation package that the District offers.

Trustee Ruiz-Funes stated that although in principle the Board is supportive, operating expenses before capital expenditures have been growing much faster than revenues. Therefore, any decisions resulting in a cost increase need to be considered in that context.

President Johnson asked how many people elect for family coverage at other libraries. Director Wolf responded that she will gather that information and present it to the Board in December.

The Board agreed that they are all supportive of adjusting the health insurance policy but will consider the financial implications before voting.

**XI. Communications**

- *The next Regular Board Meeting will be held on December 10, 2018 at the Winnetka Library.*

Director Wolf stated that December 10, 2018 is also the first day for Trustee candidates to turn in materials.

- *District will close at 5 p.m. on Wednesday, November 21. The District will be closed on Thursday, November 22 in observance of the Thanksgiving holiday.*

**XII. Public Comments**

Jeffrey Liss asked if the decline in program attendance includes all age groups. Director Wolf responded that it is primarily in Youth Services. Liss commended the District on introducing programs to patrons that may not represent popular taste.

Jeffrey Liss asked for clarification regarding the suggestion for diagonal parking. Director Wolf stated that they were referring to the street parking becoming diagonal.

Jeffrey Liss asked if there were any significant changes made to the Patio Project plans, to which the Board responded no.

Jeffrey Liss thanked the Board for their work and wished everyone a Happy Thanksgiving.

**XIII. 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 8:28 p.m.

Respectfully submitted,

Nicola White  
Recording Secretary

\_\_\_\_\_ Brian Johnson, President

\_\_\_\_\_ Suzanne Shoup, Secretary