

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

February 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, Jean-Paul Ruiz-Funes, Keta McCarthy and Lois Neustadt; and Library Director Rebecca Wolf.

Absent: Trustees Suzie Shoup and Raheela Anwar

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 were Toby Nicholson, Betty Buino, Elaine McCaffrey, John McCaffrey, and Sharon King with support from Mary R. Blumer-Reed of the North Shore Senior Center. Also present were Winnetka resident Jeffrey Liss and Kenilworth resident Kimberly Hedley.

III. Public Comments

Winnetka resident, Jeffrey Liss, stated that he visited another library and the noise from three people in the meeting room was very disturbing. Mr. Liss inquired if the library made provisions to insure noise transference from the meetings rooms wouldn't be an issue.

A number of library users were present to represent the Hearing Loss Association of America; and community members with hearing loss. Toby Nicholson, Winnetka resident stated that the group would love to see a hearing loop in the Lloyd Room making the library more inclusive for patrons with hearing disabilities.

Mary R. Blumer-Reed is a licensed clinical social worker at the North Shore Senior Center and facilitates a number of hearing loss groups. She stressed that a hearing loop in the library meeting rooms is important to the community.

Elaine McCaffrey, President of the Chicago North Shore chapter of the Hearing Loss Association of America, stated that a hearing loop is very simple and very discreet and allows persons using hearing aids to hear much more clearly.

Betty Buino from the Hearing Loss Association of America stated that she can physically hear presenters when they are speaking but without a hearing loop the words are not clear or distinct. Ms. Buino states that she can easily lose the conversation if the presenter is too far, there is too much background noise, or there are multiple different speakers going back and forth.

Sharon King from the Hearing Loss Association of America stated that hearing aids are fine for about 3-6ft but more distance would require further hearing assistance like the hearing loop. Ms. King brought along a schematic for how a hearing loop works. She thinks it is important for the Library to have discussions with a hearing loop expert.

Director Wolf stated that she is working with two consultants on hearing assistance options. President Johnson stated that the board would be further discussing hearing assistance options at the March 19th Board Meeting.

IV. Vote to Approve Consent Agenda

- Vote to Approve the Minutes of January 8, 2018 Study Session
- Vote to Approve the Minutes of January 15, 2018 Regular Meeting

A MOTION was made by Trustee Reichert to approve the Consent Agenda and seconded by Trustee McCarthy.

The MOTION passed on a voice vote.

V. Financial Report

Director Wolf stated that about 70% of the taxation amount has come in for the Library District.

Director Wolf stated that the line for digital materials is high as expected due to an attempt to fill digital holds faster.

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

The MOTION passed on a voice vote.

VI. Library Report

BOARD PRESIDENT'S REPORT:

President Johnson spoke with the president chair at the Lake Bluff Library District who is about to do a renovation for their library and wanted insight on the Winnetka Library renovation project.

President Johnson stated that the Tax Increment Financing (TIF) District has not been formalized yet, but the Village is proceeding with landscape discussions.

Trustee Reichert stated that there was an article in the Winnetka Current about downtown planning that discussed the area around the Winnetka Library. The Board would like to hear more information regarding how the Library District can be involved in the downtown planning.

Trustee Ruiz-Funes questioned what the financial impact of the TIF would be to the Library. President Johnson stated that the future increase of taxes for the included residential units would not be collected by the Library District. Director Wolf stated that

working with the Village on an intergovernmental agreement could potentially resolve this concern.

LIBRARY DIRECTOR'S REPORT:

Director Wolf stated that the Northfield Branch has been completely RFID tagged and tagging at Winnetka location will begin soon.

President Johnson questioned whether any of the changes from Polaris will be evident to patrons. Director Wolf stated that the website's catalog will look different to patrons. The catalog and the staff interface may be offline for about three days directly prior to the Polaris go-live date of April 18th.

Jennifer Egan will be the One Book Two Villages author for September 2018 featuring her New York Times Bestseller, Manhattan Beach.

Trustee Ruiz-Funes questioned the cost for the new Kanopy service and the service to cost objective for this resource. Kanopy is a Patron Driven Acquisition service meaning the Library pays fees based on what patrons check-out. Director Wolf will pull together a service objective for Kanopy.

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.

Trustee McCarthy reported on the Winnetka Plan Commission and that there was consideration of the meeting rules concerning public comment and participation. There was also a Storm Water presentation by the Village Works department.

Trustee Neustadt reported on the Northfield Village and that they approved to put up the tennis courts between the synagogue and the south part of the parking lot where the farmer's market was held. There is continued discussion on the Planned Unit Development on Winnetka and Happ of about 28 units.

VIII. Unfinished Business

- *Update regarding Winnetka Main Floor Renovation*

Director Wolf stated that demolition and abatement are underway. Abatement should be finished on February 28th at 3:30pm on schedule. The Winnetka Library should reopen March 5th on schedule.

IX. New Business

- *Discussion and Vote on payment application to Shales McNutt, LLC for work due for the Renovation Project**

Director Wolf presented the payment application to Shales McNutt, LLC. The Board will see a payment application every Board Meeting for the duration of the renovation for updated payment information.

Trustee Ruiz-Funes questioned who checks the payment application for accuracy. Director Wolf responded that the architect, the construction manager, the Library Director and then the Board looks at the payment application.

Trustee McCarthy asked what the line SMC Field/Office Administration meant. Director Wolf stated that this was the contractors fee for management of the project.

Trustee Neustadt asked why the HVAC line is so high. Director Wolf stated that this HVAC fee is for setting up the HVAC systems for the study rooms and other adjustments for the Lloyd Room.

A MOTION was made by Trustee Reichert to approve the Payment Application to Shales McNutt, LLC, for work due to the Renovation Project, and seconded by Trustee Ruiz-Funes.

ROLL CALL VOTE

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

NAYS:

ABSENT: Trustees Anwar and Shoup

MOTION CARRIED

- *Discussion of Communication Plan**

Sarah Quish, Head of Marketing and Communications, presented the Communication Plan stating that it is an evolving document.

The Board discussed the various marketing strategies for letting the public know that the Winnetka Library is open March 5th.

Trustee Reichert asked how many residents received the Constant Contact emails sent by the Library District. Residents must elect to receive emails from the Library. Trustee Reichert suggested putting up banners around the Winnetka Library property near Green Bay Road to increase awareness of Library resources.

Trustee Ruiz-Funes questioned what the objective of the Communication Plan was. Sarah stated that implementation of this communication plan will help spread excitement, raise foot traffic, increase program attendance, and increase digital usage.

President Johnson stated that they shouldn't expect to see visitorship rise during times of construction. Director Wolf stated that the goal is to accommodate patrons who do choose to visit the Library during construction.

Trustee McCarthy stated that for duration of construction the Library should focus on creating excitement for our patrons, and then begin to look at driving up visitorship starting with the grand opening in June.

The Board decided that they should see more goals involving library usage after the grand opening.

- *Discussion of District Statistics**

Director Wolf presented the District Statistics and the District's current standing in the Strategic Plan 2016-2020. Director Wolf pointed out that program attendance is not hitting the target and that should be a focus area for the remainder of the Strategic Plan.

The Library is set to hit some Strategic Plan targets with the current renovation including implementation of RFID technology and updated spaces.

The Board discussed dead and grubby items. Dead items are defined as items that have not circulated in one year. Grubby items are defined as items that have been circulated over 25 times.

The Board requested to see circulation statistics segmented out by various parameters including type of item and number of item. Director Wolf stated that for some of the statistics the Board wants to see will have to wait until the migration to the new Polaris ILS system.

- *Discussion and Vote on Study Room Policy**

Director Wolf presented the Study Room Policy. Study Rooms are primarily used for small groups.

The Board questioned who made sure the study room users were behaving appropriately. Director Wolf responded that front desk staff members will be doing rounds (walking through the Library) every fifteen minutes to ensure compliance to the Study Room Policy and Patron Behavior Policy.

The Board discussed whether it was appropriate to make it necessary to have a Winnetka-Northfield Library card to use the Study Rooms. The direction of the Board was to require a Winnetka-Northfield Library card to reserve the space.

The Board held the vote until the next meeting to see the verbiage regarding the requirement of a Winnetka-Northfield Library card.

- *Discussion and Vote on Collection Development Policy**

Director Wolf presented the Collection Development Policy. The policy gives standard procedures on how to curate the collection.

Trustee McCarthy asked whether the Dorothy Anderson book club collection and memorial plaque would be staying after the renovation. Director Wolf stated that the book club collection made possible by donations in memory of Dorothy Anderson will stay and continue to be updated.

Trustee McCarthy asked for the language of the policy to be updated to include materials other than printed books.

A MOTION was made by Trustee Reichert to approve the Collection Development Policy and seconded by Trustee Neustadt.

The MOTION passed on a voice vote.

X. Communications

- The Board will meet for a Regular Board Meeting on March 19th in the Northfield Community Room.

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 McCarthy and seconded by Trustee Neustadt. The MOTION passed on a voice vote and President Johnson adjourned the meeting at 9:03 p.m.

Respectfully submitted,

Katie Cangelosi
Recording Secretary

_____ Brian Johnson, President

_____ Suzanne Shoup, Secretary