

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

June 18, 2018

I. Call to Order

The meeting was held at the Winnetka Library, 768 Oak Street Winnetka, 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, Keta McCarthy, Lois Neustadt, and Kathleen Reichert; and Library Director Rebecca Wolf.
Absent: Trustee Raheela Anwar and Suzie Shoup

Present were library employees; Katie Cangelosi (Administrative Assistant), Sarah Quish (Head of Communications and Marketing), and Stephanie Girardi (Acquisitions and Technical Services Clerk). Also present were Winnetka Residents Jeffrey Liss and Ron White as well as Nancy Fox of the League of Women Voters.

III. Public Comments

Winnetka resident Jeffrey Liss asked for the target attendance of an adult program held at the Winnetka Library. Please see a response in the Library Director's Report.

Nancy Fox from the League of Women Voters asked why the budget for the Winnetka Library Renovation went over the original budget by \$400,000. Please see a response in Discussion and Vote on payment application to Shales McNutt, LLC for work due for the Renovation Project.

IV. Vote to Approve Minutes of May 21, 2018 Regular Meeting*

A MOTION was made by Trustee Reichert to approve the May 21, 2018 Regular Board Meeting Minutes and seconded by Trustee McCarthy.

The MOTION passed on a voice vote.

V. Financial Report

Director Wolf stated that architecture fees show in the administrative budget line causing that line to go over budget.

Director Wolf stated that renovation expenses are on target with another pay application to be approved by the Board during this meeting.

A MOTION was made by Trustee Ruiz-Funes to approve the April 2018 Financial Statements and seconded by Trustee Neustadt.

The MOTION passed on a voice vote.

VI. Library Report

BOARD PRESIDENT'S REPORT:

President Johnson stated that each Trustee will be receiving a separate email address at this meeting which will be posted on the website so that the public may communicate via email to each trustee.

President Johnson attended the Winnetka Music Festival where he received a question regarding what work volunteers will now be able to do at the Library District since the renovation is complete. Director Wolf responded that there are still opportunities for adult volunteers but they are discussed on a one on one basis. The youth Summer Reading volunteer program is still going strong. The District will continue to offer community service hours to the public.

LIBRARY DIRECTOR'S REPORT:

Director Wolf stated that the permanent new book shelving in Winnetka was delayed, but the vendor issued temporary shelving until the permanent shelving arrives.

Director Wolf met with Northfield staff to discuss the refresh to their service desk. Northfield staff will be conducting visits to other libraries to gather ideas to further the discussion.

Director Wolf stated that the combination desk implementation has been a success. Staff have been doing an excellent job of welcoming patrons and providing seamless services to the our patrons.

Trustee McCarthy asked how many people will be staffing the combination desk. Director Wolf stated that there will be two people staffing the combination desk, one reference and one circulation staff member. Discussion continued regarding staffing levels on the combination desk.

Director Wolf stated that the study rooms have already been a success and usage tracking will begin on June 23rd for the Grand Reopening.

In response to Jeffrey Liss's public comment Director Wolf stated that for adult programming the District can generally expect about 8-10 for the Studio and about 20 for an adult lecture-type of program. Discussion followed concerning community engagement in District programming.

Trustee Neustadt asked about ticket sales for One Book Two Villages featuring Jennifer Egan. Director Wolf stated that tickets are selling steadily but not as fast as previous years as expected.

Director Wolf invited the Board of Trustees to the Grand Reopening on June 23rd with the ribbon cutting set for noon. The giveaway for the Grand Reopening will be a Bluetooth speaker. Also an iPad will be raffled to those who attend a brief promotional overview of Kanopy our newest streaming platform. Alongside other programs and treats featured throughout the day.

Director Wolf invited the Board of Trustees to walk in the 4th of July parade. Staff will be carrying their favorite book covers and wearing matching shirts.

Director Wolf stated that the Summer Reading Program has seen a great start with over 900 sign ups so far.

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 Neustadt stated that the Northfield Village will begin resurfacing Happ Road soon. The Northfield Village has also started the Wednesday Farmer's Markets at Clarkson Park usually featuring a free concert in the evening.

VIII. Unfinished Business

- *Discussion and Vote on Fiscal Year 2018-2019 Working Budget**

President Johnson explained that in the original working budget there was about an 8% increase from 2017-2018 actuals to 2018-2019 budget. Since the last meeting, the working budget has decreased for fiscal year 2018-2019, falling closer in line with increase in revenues.

Director Wolf presented a spreadsheet of staff salaries and explained that there were some positions she would like to fill using extra money in the personnel line. The Board agreed that the personnel line should stay at the previously agreed amount presented in the working budget in the Board Packet.

Trustee Ruiz-Funes stated that for the next fiscal year he would like to see a fiscal year plan to go along with the working budget to guide expenditures for the year.

A MOTION was made by Trustee Ruiz-Funes to approve the Fiscal Year 2018-2019 Working Budget and seconded by Trustee Reichert.

ROLL CALL:

A YE: Trustees McCarthy, Reichert, Ruiz-Funes, Johnson, and Neustadt

Nay:

Absent: Trustee Anwar and Shoup

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

President Johnson responded to Nancy Fox's question from the Public Comments stating that after the initial budget for the renovation project was made, the scope of the project expanded to include ceiling, lighting, audiovisual equipment, and furniture in response to patron feedback.

For clarification, in May 2017 the budget for the project was approved at \$1.7 million. Then, as the project continued there were additional design choices that the Board

approved putting the final budget of the project at \$2.1 million, these additional design choices included:

- LED lighting
- Acoustically absorptive wooden ceiling tiles
- Shelving for new materials
- Acoustic paneling for sound absorption
- Updated furniture
- A security system for the Winnetka building
- Audiovisual equipment (including the hearing loop in the Lloyd Room)

A MOTION was made by Trustee McCarthy to approve the Payment Application to Shales McNutt, LLC of \$350,921.90 for the work done on the Renovation Project and seconded by Trustee Reichert.

ROLL CALL:

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

Nay:

Absent: Trustee Anwar and Shoup

- *Vote on Board of Trustees Meeting Calendar for Fiscal Year 2018-2019**
The Board of Trustees decided to move the August 20th, 2018 meeting to August 13th, 2018.

A MOTION was made by Trustee Reichert to approve Ordinance NO. 2017-2018/7 and seconded by Trustee Ruiz-Funes.

ROLL CALL:

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

NAY:

ABSENT: Trustee Anwar and Shoup

- *Vote on District closure dates for Fiscal Year 2018-2019**
A MOTION was made by Trustee Reichert to approve closure dates for Fiscal Year 2018-2019 and seconded by Trustee McCarthy.

The MOTION passed on a voice vote.

IX. New Business

- *Discussion and assignment of two trustees to conduct annual Board Secretary's Review of Records for Fiscal Year 2017-2018*

Trustees Keta McCarthy and Lois Neustadt volunteered to conduct the annual Board Secretary's Review of Records for Fiscal Year 2017-2018.

X. Communications

- The Winnetka Library will celebrate the Grand Reopening on June 23rd, 2018.
- The Library District will be walking in the 4th of July parade.

XI. Public Comments

Winnetka resident Ron White asked for the total cost of the project and how much money had to be taken from other budget lines. Please see a response in Discussion and Vote on payment application to Shales McNutt, LLC for work due for the Renovation Project.

Ron White stated that since the windows in the Lloyd Room open like doors there should be a plan to create a patio right outside the Lloyd Room windows to widen the floor space. Director Wolf confirmed that is under consideration as part of a future landscaping project.

XII. Adjournment to Closed Session

A MOTION to adjourn to Closed Session to consider 5 ILCS 120/2(c)(1): To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library district, was made by Trustee McCarthy and seconded by Trustee Neustadt. The MOTION passed on a voice vote and President Johnson adjourned the meeting at 8:25 p.m.

XIII. Return to Open Session

The Board returned to Open Session at 9:10 p.m.

XIV. Adjournment

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Neustadt and seconded by Trustee Reichert. The MOTION passed on a voice vote and President Johnson adjourned the meeting at 9:13 p.m.

Respectfully submitted,

Katie Cangelosi
Recording Secretary

_____ Brian Johnson, President

_____ Suzanne Shoup, Secretary