

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

August 13, 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 7:01 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.

Absent: None

Present were library employees; Katie Cangelosi (Administrative Assistant), Sarah Quish (Head of Communications and Marketing), Stephanie Girardi (Acquisitions and Technical Services Clerk), and Erin Collins (Adult Services Librarian). Present were Winnetka residents Ron White and Jeffrey Liss. Elijah E Wilde from the Winnetka Caucus and Nancy Fox from the League of Women Voters were also in attendance.

III. Public Comments

No public comments.

IV. Presentation by Staff members Katie Cangelosi and Erin Collins on District Reader's Advisory Efforts

Katie Cangelosi (Administrative Assistant) and Erin Collins (Adult Services Librarians) presented on the readers advisory initiatives that the Library District is undertaking.

V. Vote to Approve Minutes of July 16, 2018 Regular Meeting*

The following changes were requested for line item "Discussion and Vote to Engage Lakota Group for Patio Project":

- Change verbiage to "Trustee Ruiz-Funes stated that the District needs to be thinking about how to use the Patio Project to attract additional patronage".
- Include the conversation regarding whether a bid is necessary for the design of the Patio Project
- Include Trustee Reichert's comment regarding further Board input on all phases of the Patio Project

A MOTION was made by Trustee Reichert to approve the July 16, 2018 Regular Board Meeting Minutes given the above approved changes and seconded by Trustee McCarthy.

The MOTION passed on a voice vote.

VI. Financial Report

Trustee Ruiz-Funes requested to see the same format for Year End financials for the past three years.

Director Wolf stated that the Liability fund may be moved into the general fund in the future rather than remaining a separate fund. More discussion on separate funds will come with the audit presentation.

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

The MOTION passed on a voice vote.

VII. Library Report

BOARD PRESIDENT'S REPORT:

President Johnson stated that a freelance reporter is looking to profile the Winnetka Library with a story on reusing an existing space for a refreshed building look.

President Johnson suggested that the newly renovated Winnetka Library can be used as a selling point for local realtors.

LIBRARY DIRECTOR'S REPORT:

Director Wolf stated that the audit fieldwork will begin in October. A preliminary audit presentation date is set for the November 19th, 2018 Regular Board Meeting.

Director Wolf stated that the punch list for the Winnetka renovation is still ongoing but will be completed soon. The Board can expect to see another payment application in the next Regular Board Meeting.

Director Wolf stated she is meeting with the Northfield staff for service point ideas and needs for the front desk remodel at the Northfield Branch.

Director Wolf asked the Board if they would like to use the September Study Session to discuss the Lakota project. The Board decided to use the September Regular Board meeting for this discussion.

Director Wolf congratulated all Circulation staff members who have taken the Circulation Associate test and passed. Katie Cangelosi has accepted the Head of Circulation Services position.

Director Wolf announced that Naomi Wolfson, Head of Technical Services, is heading the Cataloging and Metadata Management CCS committee, and Mark Swenson, Head of Information Technology, is heading the Information Technology CCS Committee.

Director Wolf stated that the automatic renewal process is increasing the number of circulations. President Johnson asked to see circulation statistics without automatic renewal numbers.

Director Wolf stated that study room usage has been high and are often fully booked. Discussion followed concerning study rooms and quiet room usage.

Trustee Ruiz-Funes asked who can use the Studio. Director Wolf responded that any library user who has a library card within the consortium can use the machinery. Trustee Ruiz-Funes asked Director Wolf to look at Studio usage and determine whether to restrict usage to Winnetka-Northfield cardholders. It was suggested that non-residents pay a fee to use Studio machinery.

Trustee McCarthy stated that the Glencoe Library has literary programming, in which the instructor teaches three or four sessions on a literary subject, that has done well. Trustee McCarthy suggested that the Library District look into similar programming.

Director Wolf stated that the Source will hit homes September 18th.

The Board discussed People Counter statistics and asked Director Wolf to evaluate whether the District should change how the People Counter statistics are being tracked.

VIII. Liaisons to Other Organizations-Reports

Director Wolf stated that RAILS is looking into new ways of providing e-resource sharing. Our current Overdrive/MyMediaMall group is now considering movement to a new governance structure and leaving the current consortia group.

Trustee Anwar presented that the Village of Winnetka approved a new garbage program, fire system, and road near the electric plant subdivision.

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

IX. Unfinished Business

- *Review Draft of Budget and Appropriation Ordinance for Fiscal Year 2018-2019**
(Trustee Anwar left the meeting at 8:30 pm).

Director Wolf explained the Budget and Appropriation document to the Board. Director Wolf stated that a vote must be taken on the Budget and Appropriation at the September 17th, 2018 Regular Board Meeting.

The Board had no changes to make to the Draft of the Budget and Appropriation.

X. New Business

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

A MOTION was made by Trustee Reichert to approve the payment application to Shales McNutt for \$67,889.27, for work due for the Renovation Project, and seconded by Trustee McCarthy.

ROLL CALL:

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

NAY:

Absent: Trustee Anwar

A MOTION was made by Trustee Neustadt to approve the payment application to Shales McNutt for \$65, 219.96, for work due for the Renovation Project, and seconded by Trustee Shoup.

ROLL CALL:

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

NAY:

Absent: Trustee Anwar

- *Discussion and Vote on Annual Ordinance Authorizing Non-Resident Cards**
Director Wolf stated that this annual Ordinance outlines how the District processes a non-resident who would like to pay for a Winnetka-Northfield Library District Card.

A MOTION was made by Trustee Reichert to approve the Annual Ordinance Authorizing Non-Resident Cards, Ordinance No. 2018-2019/1 and seconded by Trustee McCarthy.

ROLL CALL:

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

NAY:

Absent: Trustee Anwar

- *Discussion and Vote on Ordinance to Adopt Prevailing Wage Rate**
A MOTION was made by Trustee Ruiz-Funes to approve the Ordinance to Adopt Prevailing Wage Rate, Ordinance No. 2018-2019/3 and seconded by Trustee Reichert.

ROLL CALL:

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

NAY:

Absent: Trustee Anwar

- *Review and Vote on Recommendation on Computer Replacements**
Trustee Neustadt asked whether the Library would be getting more Mac computers for patrons. Director Wolf said she would look into whether there is a patron need for more Mac computers.

A MOTION was made by Trustee Reichert to approve the recommendation on computer replacements, and seconded by Trustee Neustadt.

The MOTION passed on a voice vote.

XI. Communications

- The next Regular Board Meeting will be September 17th, 2018.

XII. Public Comments

Jeffrey Liss asked if there are current plans for repainting the stripes in the parking lot. Director Wolf responded that there are.

Jeffrey commented on the automatic renewals and the possibility of patrons storing books that the Library may not have been accounting shelf space for. Jeffrey also asked the Library District to look into the number of renewals that are on their 2nd or 3rd renewal and see if those numbers are high enough to change the renewal policy.

Jeffrey also asked if according to the Study Room Policy staff would bump out multiple non-residents from the Study Rooms to accommodate one patron that is a cardholder.

Jeffrey voiced his reservation about charging non-cardholders for Studio usage. Jeffrey stated he has been to Morton Grove and Highland Park libraries and been able to use equipment without charge.

XIII. 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 9:01 p.m.

Respectfully submitted,

Katie Cangelosi
Recording Secretary

_____ Brian Johnson, President

_____ Suzanne Shoup, Secretary