

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

December 10, 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 7:00 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 and Kathleen Reichert; and Library Director Rebecca Wolf.
Absent: Trustee Raheela Anwar

Present were library employees; Nicola White (Administrative Assistant), Sarah Quish (Head of Communications and Marketing), and Emily Compton-Dzak (Assistant Director and Head of Adult Services). Present were community members Brian Schmisek and Travis Gosselin. Present was Nancy Fox from the League of Women voters.

III. Public Comments

No public comments.

IV. Vote to Approve Minutes of November 19, 2018 Regular Meeting*

The following change was requested for line item “Liaisons to Other Organizations – Reports”

- Change “President Johnson” to “Trustee Anwar” under the Winnetka Village report.

The following change was requested for line item “Presentation of Annual Audit by Lauterbach and Amen, LLP”

- Strike “Wilkey stated that the District had an overall increase in equity of \$188,057 that primarily came from the capital asset investments that were made during the year.”

The following change was requested for line item “Vote to Amend Fund Balance Policy”

- Rewrite paragraph regarding why the Board will be making the amendment to the Fund Balance Policy.

The following change was requested for line item “Discussion and Vote to Approve Library Staff Health Insurance Coverage Change”

- Include Trustee Ruiz-Funes’ statements regarding the financial implications of the proposed health insurance coverage change.

The November 19, 2018 Regular Meeting Minutes will be amended before approval at the January 21, 2018 Board Meeting.

V. Financial Report

President Johnson mentioned the building budget for the current fiscal year. He stated that the District is running under budget for furniture and asked if this is likely to make up for the overage in the automatic door budget; Director Wolf responded that it is.

Director Wolf mentioned that the District plans to remodel the Northfield Library desk but stated the construction would likely occur in the next fiscal year.

President Johnson inquired about the payments being made to other districts. Director Wolf explained the Cooperative Computer Services (CCS) quarterly billing system for lost books within the consortium and stated that the District is receiving checks from other libraries as well.

Trustee Ruiz-Funes mentioned that the Online Computer Library Center (OCLC) is running at 309% above budget. Director Wolf responded that CCS and OCLC are combined into one invoice, so both payments have been put into the same budget line. We will be working with our accountant to fix these issues.

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

The MOTION passed on a voice vote.

VI. Library Report

BOARD PRESIDENT'S REPORT:

President Johnson stated that there was nothing new to report.

LIBRARY DIRECTOR'S REPORT:

Director Wolf shared an impact story that the District received from Adult Services Librarian Erin Collins.

Director Wolf stated that the District has not received any new feedback on the Patio Project apart from questions regarding when the project will begin.

Trustee Shoup asked if parking can be incorporated into the Patio Project plan. Director Wolf responded that parking will be considered in stage two or three of the renovations.

Director Wolf stated that Lakota Group will be moving forward with the Patio Project plans.

Director Wolf announced the three new positions that the District is offering; Adult Collection Development Librarian II, Youth Collection Development Librarian II, and Programming Specialist Librarian II.

Trustee McCarthy asked about the salary difference between a Librarian I position and a Librarian II position. Director Wolf responded that the salary will go up to the next grade level with the range increasing by about five percent.

Trustee Reichert asked if there will be a head count change, and Director Wolf responded that currently there will not.

Trustee Reichert asked for a timeline regarding the new positions, and Director Wolf stated that applications are due December 15, 2018 and she hopes the positions will be filled by January 30, 2019.

Director Wolf stated that the Winnetka Library has 65% self-checkout usage.

Trustee McCarthy inquired about a library app that was down over the weekend. Director Wolf stated that CCS did an ILS update that lasted for two and a half hours.

Director Wolf stated that the District met a Per Capita Grant requirement; staff is watching a safety training webinar titled “Violence Prevention in the Public Library.”

Director Wolf stated that study room usage continues to increase, and the District is planning for finals week.

Director Wolf stated that the October program attendance report was incorrect. There was an issue with Youth Services statistics; attendance was not down.

The Board discussed late fines, and Director Wolf stated that the number of fines is decreasing due to automatic renewals.

VII. Liaisons to Other Organizations-Reports

- *RAILS* – Director Wolf stated that there was nothing new to report on RAILS.
- *Winnetka Village*- Trustee Anwar is absent; Director Wolf stated that there was a meeting to discuss One Winnetka.
- *Northfield Village*- Trustee Neustadt stated that Northfield Village proceeded with tearing down the laundromat. She also stated that the Village voted on adding an assisted living and memory care community on Willow Road which did not pass.

VIII. Unfinished Business

- *Discussion of Proposed Patio Project feedback*
There was no new Patio Project feedback.
- *Discussion and Vote to Approve Library Staff Health Insurance Coverage Change**
Director Wolf shared data with the Board that she gathered from other libraries. She found that the more the libraries cover, the more employees elect to take the coverage.

Director Wolf stated that libraries that offer a family plan where employees pay 50% or more typically had 0-10% take advantage.

President Johnson reminded the Board that healthcare inflation is likely to run about 4-6% ahead of general inflation. He also mentioned that there is a lower-cost plan

available; the PPO-2 plan was introduced this year and has higher deductibles and a lower monthly cost for both the employee and the library.

President Johnson stated that the Board could benefit from viewing a budget projection for the next 3-5 years.

Trustee Ruiz-Funes stated that the best-case scenario for altering the health care coverage would be a \$20,000 yearly increase in cost; the worst-case scenario would be a \$100,000 yearly increase.

Trustee Reichert asked what the probability would be of the worst-case scenario occurring, and Director Wolf stated that the probability is low.

President Johnson stated that if we match the demographics of other libraries, the District could have a \$40,000 increase in the amount currently paid for health care coverage. President Johnson asked Director Wolf where she would find the \$40,000 a year to offset the increase in budget. Director Wolf stated that she believes there is room in the budget and she will find a way if need be.

Trustee Reichert volunteered to sit down with Director Wolf to determine the means to keep the health insurance coverage change budget neutral.

President Johnson made a recommendation for the District to start paying 50% of family coverage and single +1 coverage, while continuing to pay 80% of individual coverage.

A MOTION was made by Trustee Reichert to approve the Library Staff Health Insurance Coverage Change and seconded by Trustee Shoup.

ROLL CALL:

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

NAY:

ABSENT: Trustee Anwar

- *Discussion on Fiscal year 2018-2019 Per Capita Grant Requirements**

Director Wolf sent the trustees the required reading and the Board affirmed that they read the material. During the discussion the trustees agree that they thought the material was useful to current and future trustees.

IX. New Business

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

Director Wolf stated that all work and punch list items are completed, and the District is happy with the renovation project. This check will be the final payment application.

Trustee McCarthy inquired about repairs and if we will be charged in the future for maintenance. Director Wolf responded that the District has all the warranties and vendor contracts.

A MOTION was made by Trustee Ruiz-Funes to approve the final payment application to Shales McNutt, LLC for work done for the Renovation Project and seconded by Trustee Reichert.

ROLL CALL:

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

NAY:

ABSENT: Trustee Anwar

- *Presentation and Discussion of Digital Materials Strategy*
Assistant Library Director and Head of Adult Services, Emily Compton-Dzak presented information on the District's digital collections.

President Johnson asked if the District has a number for how many times an eBook circulates. Assistant Director Compton-Dzak responded that she does not have an average but stated that many eBooks circulate around 50 times.

Trustee Ruiz-Funes asked why the District does not buy all digital content as pay-per-use (PPU). Assistant Director Compton-Dzak replied that PPU does not always have the newest titles, so the only way to get all new material is to also have pre-purchased content (PPC).

President Johnson asked how the District decides how many copies of a book to order. Assistant Director Compton-Dzak responded that they consider the number of holds on a title and purchase accordingly; typically, a 3:1 ratio.

Assistant Director Compton-Dzak stated that the District is projected to surpass previous fiscal years in the amount of digital content purchased and is therefore projected to overspend on digital content by about 10%. However, she is not worried about this because there are opportunities in other collection budget lines where the District is underspending.

Assistant Director Compton-Dzak stated that digital collections are being discussed more critically by District librarians due to the growing usage of digital formats. She also stated that digital formats need to be planned for, and collection budget lines may need to be realigned.

Trustee Reichert asked if the District is looking at usage by age level or genre. Assistant Director Compton-Dzak responded that they account for subject matter and age groups more for physical books but are beginning to look more critically at digital material.

Assistant Director Compton-Dzak stated that the District is considering major platform changes, such as promoting discovery of digital material through the online catalog rather than the individual digital platforms. She stated that any decisions will be made once the new Collection Librarian positions are filled.

Trustee Ruiz-Funes mentioned Project Gutenberg and suggested promoting it as a resource on the District's website.

- *Presentation on the Progress of the Strategic Plan and discussion on steps for creating the next plan*

President Johnson stated that December 2019 will mark the end of the District's current 4-year Strategic Plan.

Director Wolf presented on the progress of the current Strategic Plan.

Director Wolf stated the three Service Initiatives:

1. Marketing and Outreach
2. Core Products
3. The Customer Experience

Director Wolf stated that the District has increased usage in the Studio, therefore achieving one of the Marketing and Outreach goals.

Director Wolf stated that the District has not yet met the goal of achieving a 10% increase in program attendance; this could partially be due to the library's closure during the renovation.

Director Wolf stated that the District has introduced EDI ordering, the consortia moved to a new ILS, and the District increased digital holdings; therefore, achieving the Core Products goal of enhancing patrons' ability to access desired materials.

Director Wolf stated that the District achieved one of the Customer Experience goals by remodeling and refreshing the library space and training up Library Clerks to Library Associates.

Director Wolf stated that the second part of the Customer Experience goal is having 45% of patrons associate the District with "forward thinking/innovative" and 75% of patrons associate the District with "comfortable." A survey will be conducted in the spring to determine if the District has met this goal.

Director Wolf presented a timeline for developing the next Strategic Plan.

Trustee Ruiz-Funes stated that the survey is a good plan to collect input from the community, however, that is not the only dimension of the Strategic Plan. There is also the cost and capital dimensions and the dimension of the District's infrastructure to consider.

Director Wolf stated that the Board must determine what they believe the District should develop and focus on moving forward.

Trustee Ruiz-Funes suggested that Board members write down the strategic questions they believe the District should address and send them to Director Wolf. The Board agreed to have the questions submitted before the January 21, 2019 Board Meeting.

X. Communications

- *The District will be closed Monday, December 24 and Tuesday, December 25 in observance of the Christmas holiday. The District will be closed on Monday, December 31 and Tuesday, January 1 in observance of the New Year's holiday.*

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 9:17 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Brian Johnson, President

_____ Suzanne Shoup, Secretary