

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

February 11, 2019

I. Call to Order

The meeting was held at the Winnetka Library, 768 Oak Street Winnetka, Illinois. Trustee Reichert called the meeting to order at 7:05 p.m. A quorum was present.

II. Roll Call

Present: Trustees Kathleen Reichert, Jean-Paul Ruiz-Funes, Lois Neustadt, and Raheela Anwar; and Library Director Rebecca Wolf.

Absent: President Brian Johnson and Trustees Suzie Shoup and Keta McCarthy.

Present were library employees; Nicola White (Administrative Assistant) and Sarah Quish (Head of Communications and Marketing). Present was Nancy Fox from the League of Women Voters.

III. Public Comments

No public comments.

IV. Vote to Approve Minutes of the January 21, 2019 Regular Meeting*

The following change was requested for line item "Discussion of Strategic Plan Process and Next Steps":

- Change verbiage to "Trustee Reichert suggested that the Board discuss where they would like the District to be in 2024 in terms of resources, major changes, or trends; and come up with ideas to support that vision."

A MOTION was made by Trustee Anwar to approve the January 21, 2019 Regular Board Meeting Minutes given the above approved change and seconded by Trustee Neustadt.

The MOTION passed on a voice vote.

V. Financial Report

Director Wolf stated that the District is waiting on the second installment of taxes; she is hoping to receive them later this month.

Director Wolf stated that capital outlay is running high due to the final payments from the remodel.

Director Wolf stated that utility costs are running higher than what was anticipated in the budget. She also mentioned that Winnetka is raising the water price, and these facts should be considered when writing the budget for next fiscal year.

Trustee Neustadt mentioned the new HVAC and lighting and asked if they should be decreasing the cost of utilities. Director Wolf responded that since the remodel she is seeing improvement during the cold weather; however, this year the building is adjusting.

Trustee Ruiz-Funes asked if the District was expecting any heating benefits or reduction in utility costs due to the renovation. Director Wolf stated that with the new LED lighting we should be seeing savings; however, power has not decreased. She would like to look at usage.

Trustee Ruiz-Funes asked about the \$100,000 positive variance in the personnel budget. Director Wolf responded that although the three new librarian II positions have been filled, the District is not filling the Head of Technical Services position; so, there is some variance as a result. She will further investigate the issue.

Trustee Ruiz-Funes asked why the District is always ahead of budget in Adult Services. Director Wolf stated that Adult Services will always be ahead of budget for online databases on a prorated basis because databases are paid for at the beginning of the year and are sometimes prorated into multiple fiscal years.

Trustee Ruiz-Funes mentioned that the IMRF budget is running high. Director Wolf stated that we should not be running high; she will investigate the issue.

A MOTION was made by Trustee Ruiz-Funes to approve the January 2019 Financial Statements and seconded by Trustee Neustadt.

The MOTION passed on a voice vote.

VI. Library Report

BOARD PRESIDENT'S REPORT:

President Johnson is absent; Trustee Reichert reported from President Johnson that it was a very nice staff appreciation event at The Happ Inn. He believed the event was nicely organized and well-attended despite the poor weather.

LIBRARY DIRECTOR'S REPORT:

Director Wolf announced that the District has chosen the next One Book Two Villages (OBTV) book; "The Library Book" by Susan Orlean.

Director Wolf stated that she will be meeting with Lakota Group and the Village on February 13, 2019 to discuss the patio project. She will send emails to the Trustees so they can view materials prior to next board meeting.

Director Wolf announced that the Librarian II positions have been filled. Nick Mall will be the Adult Collection Development Librarian II, Kate Grabon will be the Youth Collection Development Librarian II and Amanda Garrity will be the Programming Specialist Librarian II. They all prepared extensively and did great during their interviews; and are very excited about their new roles.

Director Wolf announced that Susan Kelly has been promoted to a part-time librarian position.

Director Wolf stated that the District had a great finals week. Many students were using the library spaces and were grateful for the extra hour that the library was open.

Director Wolf stated that the next Source is on the last round of proof reading and will be hitting homes soon. In that Source, the District will be mentioning the upcoming survey. There

is also a one-page layout of the previous strategic plan and what has been accomplished in those years.

Director Wolf noted the new circulation graphs and quarterly charts provided in the board packet.

Trustee Ruiz-Funes asked if circulation statistics are now comparable year to year, and Director Wolf responded that they will not be until April 2019.

Director Wolf pointed out the initial checkouts without renewals; stating that we see predictable trends, such as the downturn in physical audiobooks and DVDs.

Trustee Anwar stated that she was concerned about the downturn in initial checkouts in both youth fiction and adult fiction. Director Wolf responded that the initial checkouts do not include renewals; and although we see a slight downturn, she is waiting to see if it will pick back up or if we will continue to see digital grow.

Director Wolf stated that the new collection development librarian IIs will be looking at these trends and helping the District to focus their money and collections on the materials patrons want.

Trustee Reichert suggested that the new librarian IIs present to the board on collection trends every few months, because the last digital presentation was very helpful. Director Wolf stated that the librarian IIs will be presenting quarterly to staff.

Trustee Ruiz-Funes stated that the charts and graphs are interesting and help to provide a long-term picture.

Trustee Reichert asked for a key to be added to the charts.

Trustee Ruiz-Funes stated that he would like to see the slope of the trends for total circulation activity.

Trustee Anwar stated that a weighted slope based on the percentage of activity would be even more meaningful.

Trustee Neustadt asked if the lease for the Northfield Branch Library had been reviewed since the last board meeting. Director Wolf stated that we will be negotiating the lease again, but she does not believe the District would move the branch.

Trustee Anwar stated that from an accounting point of view, if the cash is going to be invested, you are required to take the expense over the useful life, which is the termination of the lease. If we do a lease extension, we get to spread it over a longer period.

Trustee Ruiz-Funes asked if moving the branch would result in a cost increase or a cost decrease and reminded the Board that expenses have been increasing at three times the rate of revenues.

Director Wolf stated that it would be worth it to relook at the lease and consider the cost, but she does not believe there is another location in Northfield right now. She stated that there has

been a discussion about the hours of operation at the Branch, and they will ask for patron input on that in the survey.

Trustee Neustadt asked if there is a way to track if patrons are getting books from other libraries. Director Wolf stated that there is, and that the library can use that data to find trends in what patrons are requesting. This is the task of the new librarian II positions.

VII. Liaisons to Other Organizations-Reports

- *RAILS* - Director Wolf stated that there is nothing new to report on RAILS.
- *Winnetka Village*- Trustee Anwar discussed the school referendum; she and Trustee Ruiz-Funes and Director Wolf attended the meeting.
- *Northfield Village*- Trustee Neustadt stated that there is nothing new to report on the Northfield Village.

VIII. Unfinished Business

IX. New Business

- *Discussion and Vote to Amend Circulation Policy**
Director Wolf stated that the District has not updated the full Circulation Policy since 2011. The purpose of this amendment is to ensure that the procedural matches the policy.

Director Wolf stated the additions to the Circulation Policy:

- Library Card Registrants
- Hold Items
- Overdue and Billed Items

Director Wolf stated the sections of the Circulation Policy that will be changing to align with current practice:

- Reciprocal Borrowing Program
- Interlibrary Loan
- Reference to STEAM kits
- Lost, Damaged, and Incomplete Items
- Claimed Materials
- Loan Policy (approved at the January 21, 2019 board meeting)

Trustee Ruiz-Funes asked if the District is too generous with the allotted number of renewals. Director Wolf stated that there is a browsing loss, but if patrons place holds, they will be able to get their materials. She also stated that we have an opportunity to ask for patron input in the upcoming survey.

Trustee Ruiz-Funes asked how the District is communicating these changes to patrons. Director Wolf stated that staff have been communicating the loan rules to patrons, and all other changes will be updated on the website.

A MOTION was made by Trustee Neustadt to approve the Amendment to the Circulation Policy and seconded by Trustee Anwar.

The MOTION passed on a voice vote.

- *Discussion and Vote to Amend Fiscal Accountability Policy**
 Director Wolf stated that the proposed amendments to the Fiscal Accountability Policy are necessary due to changes in Illinois Law:
 - Bid requirement amount for construction, improvements, or equipment purchases has increased from \$20,000 to \$25,000.
 - All travel, meal and lodging expenses are subject to the Expense Reimbursement Policy per the previously passed ordinance.

A MOTION was made by Trustee Anwar to approve the Amendment to the Fiscal Accountability Policy and seconded by Trustee Neustadt.

The MOTION passed on a voice vote.

Trustee Ruiz-Funes asked if the District violated the Fiscal Accountability Policy by not having a competitive bid for the Patio Project. Director Wolf responded that we did not violate the policy. She stated that the District does not need to go out to bid for architects because it is a specialized service; however, we will go out to bid before construction.

X. Communications

- Trustee Reichert mentioned the Well Connected: Winnetka and Chicago Architects event that will be taking place at the Winnetka Library on April 9, 2019 to celebrate the 150th Anniversary of Winnetka. Former Board President, Laurie Peterson will be presenting.

XI. Public Comments

No public comments.

XII. Adjournment to Closed Session

- *5 ILCS 120/2(c)(21) To review minutes of meetings lawfully closed under the Open Meetings Act as mandated by Section 2.06 of the Act*
 Postponed until March 18, 2019 Regular Meeting.

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 Ruiz-Funes. The MOTION passed on a voice vote and Trustee Reichert adjourned the meeting at 7:53 p.m.

Respectfully submitted,
 Nicola White
 Recording Secretary

_____ Brian Johnson, President

_____ Suzanne Shoup, Secretary