

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

April 16th, 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 7:00 p.m. A quorum was present.

**II. Roll Call**

Present: President Brian Johnson, and Trustees Kathleen Reichert, Suzie Shoup, Jean-Paul Ruiz-Funes, Keta McCarthy, and Lois Neustadt; and Library Director Rebecca Wolf.

Absent: Trustee Raheela Anwar

Present were library employees; Katie Cangelosi (Administrative Assistant), Sarah Quish (Head of Communications and Marketing), Naomi Wolfson (Head of Access Services), and Kevin Breese (Human Resources Coordinator as contracted through the Management Association). Also present were Winnetka resident Jeffrey Liss, Nancy Fox of the League of Women Voters and Kate Casale MacNally, the Library Committee Chair of the Winnetka Caucus Council.

**III. Public Comments**

Kate Casale MacNally introduced herself as a new Winnetka resident as well as the new Library Committee chair for the Winnetka Caucus Council. Ms. MacNally stated that she is looking forward to working with the District and wishes to create a collaborative and open environment to help the District to better understand the community through the caucus.

**IV. Vote to Approve Consent Agenda\***

Vote to Approve Minutes of the February 5<sup>th</sup>, 2018 Study Session\*

Vote to Approve Minutes of the March 19<sup>th</sup>, 2018 Regular Meeting\*

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

The MOTION passed on a voice vote.

**V. Financial Report**

Director Wolf stated that the payment applications for Shales McNutt and Colfax Corporation have come in and will be voted on later in the Board Meeting.

Trustee Shoup asked why the website line was running high. Director Wolf stated that we are waiting on a refund of a fee for a service we decided not to retain for the website. The District website will be updated in late May, more updates to come as the date gets closer.

Director Wolf stated that the Winnetka-Northfield Public Library app is discontinued because the Polaris catalog will be mobile friendly on internet browsers.

Discussion followed concerning whether the District should try to find another way to have a Winnetka-Northfield Public Library app. Director Wolf stated she would investigate options.

Trustee Reichert asked why the personnel line was low. Director Wolf responded that there is a new graphic designer, Kathy Skiba, and the District will also be raising the positions of circulation staff as responsibilities on the combined desk are increased.

Trustee McCarthy requested to see database usage statistics. Director Wolf responded that she will share these with the Board at the next meeting.

Trustee Ruiz-Funes stated that the District is fully collected on taxes. Director Wolf stated that she received the Per Capita Grant letter stating that the District will be receiving a fully funded tax amount.

Trustee Ruiz-Funes asked about the possibility of a fines amnesty for the Grand Reopening on June 23<sup>rd</sup> and how it would affect fines collection. Director Wolf stated that a week-long fines amnesty would not affect collection significantly. The Board discussed this possibility for the Grand Reopening.

Trustee Ruiz-Funes asked how much the capital outlay would go over budget this fiscal year. Director Wolf responded that the capital outlay would likely go about \$400,000 over the \$1,985,000 estimated cost. The Board discussed the additional change orders that were made to put the project over budget. The Board would like to see a layout of the additional change order that were voted on.

Discussion followed regarding whether to re-work the budget to reflect the change orders of the renovation project.

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

The MOTION passed on a voice vote.

## **VI. Library Report**

### **BOARD PRESIDENT'S REPORT:**

President Johnson stated that at a Board meeting for the Village of Winnetka, Village President Chris Rintz proposed to streamline the members of the Winnetka Plan Commission. The streamlining would remove liaisons of taxing bodies including the Winnetka Library District liaison, the Winnetka Park District liaison, and the School District liaison. This idea was floated without closure at the Village of Winnetka Board Meeting, with acknowledgement that the taxing bodies should be involved in the comprehensive plan and downtown master plan.

President Johnson stated that District 36 is continuing their discussion regarding options on how to improve the District elementary schools.

#### **LIBRARY DIRECTOR'S REPORT:**

Director Wolf stated that April 17, 2018 is the migration date to Polaris. The management team will be at both libraries early to make sure everything goes well during the migration process. Staff has worked hard to be sure that this migration goes smoothly, undergoing extensive training to be sure that all staff are ready for migration.

Director Wolf announced that Naomi Wolfson has been helping multiple other libraries in the consortia to begin EDI ordering, a smoother acquisitions process.

Director Wolf presented the February and March circulation statistics. For the month of March, circulation is down 11% due to the continued construction at the Winnetka Library.

The Board recognized the staff members of the Northfield Branch for the phenomenal job in assisting patron overflow during the February closure of the Winnetka Library.

#### **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 that the Winnetka Plan Commission passed the special use permit for the Winnetka Community House expansion of the parking lot. The Winnetka Plan Commission passed a tutoring center on the ground floor of Gage Street, and a subdivision will be put into one parcel on Sheridan Road.

Trustee McCarthy also stated that the method of removing taxing body liaisons from the Winnetka Plan Commission was not transparent and Chris Rintz indicated he would be happy to meet with Trustee McCarthy to discuss this.

Trustee Neustadt stated that the Northfield Village started construction on the tennis courts across from New Trier West. The Northfield Village will have a Wednesday farmers market from 3-7pm in Clarkson Park starting June 6th. The Northfield Village reported that they received the AAA bond rating but there may be issues with the taxes because Kraft is still on appeal from 2011. The Northfield water rates are being raised 60% and every residential house has about a 15% rate increase.

#### **VIII. Unfinished Business**

- *Update on the Progress of the Winnetka Main Floor Renovation and the Northfield Bathroom Renovation*

Director Wolf stated that the Winnetka Library is on track for the Grand Reopening on June 23<sup>rd</sup>. Final furniture delivery is scheduled for June. We will have opportunities for staff to get used to the new workflow before the Grand Reopening.

Director Wolf stated that the women's bathrooms at the Northfield Library will be finishing in the middle of April.

Director Wolf stated that the remaining construction pieces includes cabling, lobby ceiling, restrooms, construction of the front desk, and other minor construction items.

There will be a late open at 1:00pm this Thursday, April 19<sup>th</sup>, at the Winnetka Library due to plumbing work.

The self-checkout systems should be ready to go live late May. Staff will begin training in mid-May.

The circulation workroom will get their furniture by the end of April, and the book sorter will be installed during the first week of May.

Trustee Ruiz-Funes inquired about the marketing plan for the Grand Reopening. The Board discussed the possibility of getting local organizations to sponsor the Grand Reopening.

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

Director Wolf stated that the payment application to Shales McNutt, LLC of \$608,792.90 included construction work that happened January through March.

The Board discussed fee lines, change orders, and if the District was charged correctly in the payment application. Director Wolf answered the questions of the Board regarding the payment application and stated that it is reviewed by multiple people before going before the Board for approval.

Trustee Ruiz-Funes asked whether the payment applications are included in the annual audit. Director Wolf stated that all capital purchase paperwork is available for the annual audit.

A MOTION was made by Trustee Ruiz-Funes to approve the Payment Application to Shales McNutt, LLC of \$608,792.90 for the work done on the Renovation Project and seconded by Trustee Shoup.

ROLL CALL:

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

Nay:

Absent: Trustee Anwar

- *Discussion and Vote on payment application to Colfax for work due for the Renovation Project*

Director Wolf stated that the Library is paying \$107,885 to Colfax Corporation which is the abatement amount not including the retainer fee. Colfax Corporation will receive the retainer amount once a final application is received by the Library.

Trustee Johnson asked how Director Wolf knew the asbestos abatement work was done. Director Wolf responded that Midwest Environmental Consulting is a third-party organization that oversaw the asbestos and air quality testing for the Winnetka Library. Midwest Environmental Consulting has provided reports to the Library for having passed air quality tests.

A MOTION was made by Trustee Reichert to approve the payment application to Colfax Corporation of \$107,885 for work done on the Renovation Project and seconded by Trustee McCarthy.

ROLL CALL:

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

NAY: none

ABSENT: Trustee Anwar

- *Discussion Regarding Proposed Working Budget for FY 2018-2019\**  
President Johnson stated that a vote should take place in May on the budget for Fiscal Year 2018-2019, this item line is for discussion and input on the working budget.

Director Wolf went through expected projects for Fiscal Year 2018-2019 including the landscaping master plan project part one, and the Branch Library Patron Services Improvement update.

Trustee Johnson explained that there is about \$500,000 in the budget to work with for capital projects or savings for larger future projects.

Director Wolf stated that digital materials are trending up, with a continued increase in demand justifying the increase of 21.4% in the proposed digital materials budget.

President Johnson asked the Board to send comments to Director Wolf on the proposed budget so that a vote can take place during the May 21<sup>st</sup>, Regular Board Meeting.

## **IX. New Business**

- *Vote to Close the Propay Payment Processing Account\**

Director Wolf announced that Propay requires there to be a Board vote to close the Propay account, which manages the credit card reader at the service desks. The Propay account will be replaced with a new system during the migration to Polaris.

A MOTION was made by Trustee Ruiz-Funes to close the Propay Payment Processing Account and was seconded by Trustee Neustadt.

ROLL CALL:

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

NAY: None

ABSENT: Trustee Anwar

## **X. Communications**

- Thursday April 19, 2018 the Winnetka Library will open late at 1:00 pm for installation of the Winnetka restrooms.

**XI. Public Comments**

No Public Comments

**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 and 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, was made by Trustee McCarthy and seconded by Trustee Shoup. The MOTION passed on a voice vote and President Johnson adjourned the meeting at 9:07 p.m.

**XIII. Return to Open Session**

The Board returned to open session at 10:23 p.m.

**XIV. Vote to Approve Minutes of Meetings Lawfully Closed Under the Open Meetings Act**

A MOTION was made by Trustee Ruiz-Funes to Approve Minutes of Meetings Lawfully Closed Under the Open Meetings Act and seconded by Trustee Neustadt.

The MOTION passed on a voice vote.

**XV. Vote to Make Public the Minutes of Meetings Lawfully Closed Under the Open Meetings Act**

No minutes are opened at this time.

**XVI. Vote to Destroy verbatim recordings of closed session meetings older the 18 months in which minutes have been approved.**

A MOTION was made by Trustee Neustadt to Destroy verbatim recordings of closed session meetings older the 18 months in which minutes have been approved and seconded by Trustee Reichert.

The MOTION passed on a voice vote.

**XVII. Adjournment**

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Neustadt and seconded by Trustee McCarthy. The MOTION passed on a voice vote and President Johnson adjourned the meeting at 10:25 p.m.

Respectfully submitted,

Katie Cangelosi  
Recording Secretary

---

Brian Johnson, President

\_\_\_\_\_ Suzanne Shoup, Secretary