

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

October 15, 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, Suzie Shoup, Keta McCarthy, Raheela Anwar and Kathleen Reichert; and Library Director Rebecca Wolf.  
Absent: Trustee Lois Neustadt

Present were library employees; Nicola White (Administrative Assistant), Sarah Quish (Head of Communications and Marketing), and Stephanie Girardi (Acquisitions and Technical Services Clerk). Present were Lakota Group members; Becky Hurley and Kevin Clark. Also present was Winnetka resident Jeffrey Liss.

**III. Presentation by Lakota Group and Discussion on Proposed Patio Project**

Director Wolf stated that the purpose of the presentation is to review changes that were made based on suggestions and concerns from the September 17, 2018 Board Meeting. She explained that the North Entrance / Patio Project is Stage 1 of the renovation and will be followed by Stage 2: The West Children's Garden, and then Stage 3: The South Entrance / Parking Lot.

Principal Kevin Clark of Lakota Group presented the Proposed Patio Project. He addressed the prior safety concern regarding access to the street from the patio area. To enclose the space, Lakota Group extended the patio wall, added a row of bluestone pavers, and incorporated an evergreen hedge. These changes allow the patio to have an open concept without direct movement toward Green Bay Road; while simultaneously incorporating more greenery. Clark then addressed the Master Plan, stating that the District can ultimately extend the bluestone pavers around the library to connect the space with the Children's Garden and South Entrance. Lakota Group also adjusted the placement of the bike racks by tucking them behind the bus stop, and slightly widened the sidewalk for easier access.

Trustee Ruiz-Funes asked if the size of the proposed patio is functional enough for events and programs. Clark responded that 40' x 32' should be more than enough space, especially when combined with the Lloyd Room.

President Johnson notified the Board that yellow caution tape had been placed outside to mark the dimensions of the proposed patio, and the Board then stepped outside to review the size.

Trustee Reichert asked for a more detailed master plan that includes a design of the Parking Lot Project.

The Board discussed the Parking Lot Project, and President Johnson stated the three community needs:

- Fresh design
- Fully compliant with the Americans with Disabilities Act (ADA) Standards
- Formal stroller parking

Trustee Anwar mentioned that the Arlington Heights Public Library has special flooring that is more ADA accessible, and suggested the District consider that. Clark responded that civil engineers will ensure that the renovation is completely ADA compliant.

President Johnson stated that in order to remain on track with commission and Spring construction, the District should move forward with the North Entrance / Proposed Patio Project before reviewing a design for the South Entrance / Parking Lot renovation.

Trustee McCarty asked Lakota Group to clarify if any existing landscape will remain after construction. Clark responded that the District will have the option to keep existing landscape or refresh the area with new plantings.

Trustee Shoup asked if it would be more cost effective to plow all three areas at once, and then work separately on the individual stages. Clark recommended plowing each area in stages, explaining it is a more attractive way to do it, and will be more cost effective over time.

The Board suggested illuminating the chimney at night, and President Johnson asked Lakota Group to give the District the option to add a chimney light in the construction budget.

President Johnson announced that on November 7, 2018 an informational open house will take place at the Winnetka Library to showcase the patio design to the public. The session will start at 4 p.m. and board members will be present to answer questions and respond to public comments.

#### **IV. Public Comments**

No public comments.

#### **V. Vote to Approve Consent Agenda**

- Approval of Minutes of September 17, 2018 Special Meeting\*
- Approval of Minutes of September 17, 2018 Regular Meeting\*

A MOTION was made by Trustee McCarthy to approve the Consent Agenda and seconded by Trustee Ruiz-Funes.

The MOTION passed on a voice vote.

#### **VI. Financial Report**

President Johnson stated that the District is ahead of plan on capital on a prorated basis because the library is still paying bills from last fiscal year. He asked if the capital budget

number anticipated this. Director Wolf responded that the number did not reflect that the District would have payments from last fiscal year.

President Johnson asked if the District will have to budget more for the online database and digital books. Director Wolf explained that the database is upfront spending, and that digital books are running high, and we are working to gain an understanding of where we may need to make changes.

Director Wolf stated that Penguin Random House is changing their model for how to buy books, and this will impact the District. There will now be a two-year license for digital material. Trustee Shoup asked if we are grandfathered in for titles that we already own, and Director Wolf responded that we are.

President Johnson asked for a strategic presentation on the digital and audiobook collection in December and Director Wolf agreed.

Director Wolf is expecting 5-10% growth again this year on digital materials.

Trustee Shoup asked if hard copy checkouts are down, and Director Wolf responded that they are down a little bit, but not much, especially due to automatic renewals allowing patrons to hold on to the materials.

Director Wolf stated that audit fieldwork is complete and went well; the District is expecting a draft shortly.

Director Wolf discussed capital decisions, stating that the District will need to transfer funds out of the reserve for project purposes. President Johnson asked when the Board will vote on that, and Director Wolf responded that the Board will vote after a set amount is established.

A MOTION was made by Trustee Reichart to approve the September 2018 Financial Statements and seconded by Trustee Shoup.

The MOTION passed on a voice vote.

## **VII. Library Report**

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

President Johnson shared his excitement for the Publishers Weekly article "How to Do a Library Makeover" that discussed the recent Winnetka Library renovation.

President Johnson mentioned the Jennifer Egan One Book Two Villages (OBTV) event, and the Board discussed how much they enjoyed it. They thought Ms. Egan was engaging and loved hearing about her authorial process.

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

Director Wolf announced that Pam Rawlinson has retired after 17 years in the District.

Director Wolf stated that total circulation continues to be high, and renewals are included in that number. Cumulative virtual branch circulation is up. The District is still working with Cooperative Computer Services (CCS) to compare old numbers to new numbers without including renewals.

Trustee Ruiz-Funes stated that the Board would like to see year to year trends in total circulation, as it would be beneficial for the Strategic Plan. Director Wolf responded that the District can pull months to get a general number.

Director Wolf announced that the District has higher circulation with digital materials and discussed the ratio of physical books to digital books. An in-depth discussion regarding ordering materials and forecasting demand for titles will occur at the December 17, 2018 Board Meeting.

Director Wolf announced that the District was pleased with the turnout for the OBTV Jennifer Egan event.

Director Wolf stated that study room usage is continuing to increase.

Director Wolf stated that program attendance is slightly down from last year; this is not surprising because last year's September and August programs were more compacted due to renovations. Director Wolf expects program attendance to continue to increase.

Director Wolf stated that the winter issue of The Source will be delivered to District homes on November 17, 2018.

#### **VIII. Liaisons to Other Organizations-Reports**

- *RAILS* - There was nothing new to report on RAILS.
- *Winnetka Village*- October 16, 2018 is the regular meeting of the Winnetka Board. President Johnson asked if they have an updated timeline for the Tax Increment Financing (TIF) and Trustee Anwar stated that they do not.
- *Northfield Village*- Director Wolf stated from Trustee Neustadt that the Northfield Village meeting occurred in September, and they approved a new and revised schedule of fees for the village. It is simplified; the fees are structurally in line with the five neighboring communities. Drainage along Sunset Ridge is continuing. There was a discussion about the noise level at park and school events, and they may possibly adjust regulations.

#### **IX. Unfinished Business**

#### **X. New Business**

- *Discussion on Draft of Proposed Fiscal Year 2018-2019 Proposed Tax Levy\**  
The Board discussed the Proposed Tax Levy and agreed to request a 2.5% increase in the Levy.

#### **XI. Communications**

- *November 7, 2018 Open House for Proposed Patio Project.*

- *November Regular Board Meeting scheduled for November 19, 2018 will be held at the Northfield Community Room, Northfield Library. Presentation of annual audit by Lauterbach and Amen.*
- *District will close at 5 p.m. on Wednesday, November 21, 2018. The District will be closed on Thursday, November 22, 2018 in observance of the Thanksgiving holiday.*

**XII. Public Comments**

No public comments.

**XIII. Adjournment**

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Reichert and seconded by Trustee McCarthy. The MOTION passed on a voice vote and President Johnson adjourned the meeting at 8:34 p.m.

Respectfully submitted,

Nicola White  
Recording Secretary

\_\_\_\_\_ Brian Johnson, President

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