

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

July 16, 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, Lois Neustadt, Raheela Anwar and Kathleen Reichert; and Library Director Rebecca Wolf.
Absent: Trustee Keta McCarthy

Present were library employees; Katie Cangelosi (Administrative Assistant), Sarah Quish (Head of Communications and Marketing), and Stephanie Girardi (Acquisitions and Technical Services Clerk). Also present was Village of Winnetka President Christopher Rintz.

III. Public Comments

No public comments.

IV. Presentation and Discussion with Village of Winnetka President Christopher Rintz

President Rintz presented the next steps for the Downtown Master Plan to the Board. Mr. Rintz stated that The Downtown Master Plan has been approved by the village and the next steps will be a further look on financing mechanisms. From there, the Village Council will decide which component of the plan to focus on next.

The Library Board discussed ways in which the Library could participate and expressed interest having a trustee member on the Downtown Master Plan Committee.

President Johnson stated that the Library District would like to work with the village to incorporate the proposed landscape projects into the downtown master plan and into possible funding discussions should the TIF (tax-increment financing) District come to fruition. Mr. Rintz stated that this would be a project to consider including in an intergovernmental agreement when the TIF discussions are reconvened, at the present moment the matter of storm water is center to the concerns of the village.

V. Vote to Approve Minutes of June 18, 2018 Regular Meeting*

Trustee Ruiz-Funes asked about the number of \$2.1 million under the Discussion and Vote on payment application to Shales McNutt, LLC. Director Wolf responded that total capital expenditure was \$2.4 million which included other technological and other capital expenditures, but the renovation project was \$2.1 million. The Board decided to add the word "renovation" before project.

A MOTION was made by Trustee Reichert to approve the June 18, 2018 Regular Board Meeting Minutes given the above approved changes and seconded by Trustee Shoup.

The MOTION passed on a voice vote.

VI. Financial Report

Director Wolf stated that she will see if an accrual financial report can be run for the next Board Meeting, August 13th, to see expenditures from the last fiscal year on an accrual basis. The complete report will of course be the Audit for the fiscal year.

Trustee Ruiz-Funes asked the final estimate on capital expenditure. Director Wolf stated that the final estimate for capital expenditure should come in at \$2.3 million. Director Wolf stated that they are still waiting for more expenses to come through, final number will be presented by Lauterbach and Amen at the annual audit presentation.

A MOTION was made by Trustee Anwar to approve the June 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 he saw the details of comments from the Winnetka Caucus Survey results. President Johnson said that one takeaway from the comments was that the Library District can work on awareness and engagement on non-traditional resources (i.e., The Studio, and digital resources).

President Johnson also announced that the Library District had its first story on Instagram promoting a French and English Story Time. The Library District is working hard to promote programs and resources through social media (Facebook, Twitter, and Instagram).

The Board stated that they were pleased with the turnout at the Grand Reopening. There were over 800 people who came to the Winnetka Library that day and about 221 who participated in the iPad raffle!

Trustee Anwar suggested that the District can open an internship for a Public Relations and Marketing position focused around social media. The Board agreed that the District should pursue this initiative.

Trustee Ruiz-Funes asked for a plan on how to get a higher visitorship at the Library District. Director Wolf stated that they are taking a hard look at how to collect market data to focus marketing to patrons who are inactive. Director Wolf is looking into resources that will help collect and analyze this data.

LIBRARY DIRECTOR'S REPORT:

Director Wolf shared an Impact Story of how a patron put together their wedding dress in under a week in the Studio with help from staff and another patron experienced in sewing.

Director Wolf announced that STEAM kits are now available at the Winnetka Library. STEAM kits for various ages are available for checkout with a Winnetka-Northfield Library District card.

Director Wolf presented the circulation numbers for June with a positive jump in circulation that is likely due to the completed renovation and Grand Reopening as well as the introduction of automatic renewal. The Summer Reading sign up number is set to exceed the previous year.

Trustee Shoup asked about inventory numbers before and after RFID tagging. RFID tagging technology, inventories all District materials, enabling a consistent accurate accounting of all material inventory. Director Wolf stated that the current inventory total is 101,185. This total already reflects an unaccounted shrinkage in the collection; however, the new integrated library system (POLARIS) is not ready to run the necessary reports for a finalized inventory number.

Trustee Neustadt asked how the sidewalk sale went. Director Wolf stated that staff had a table at the sidewalk sale and were giving out extra copies of the previous year's One Book Two Villages book by Rick Bayless. It was reported that we had many positive reactions and compliments regarding the renovation.

Trustee Neustadt stated that a patron told her she does not like to use unisex restrooms. The Board agreed to test having one restroom for women only and another to remain unisex.

Trustee Ruiz-Funes stated that he thought there was a great and enthusiastic participation in the 4th of July Parade. Trustee Ruiz-Funes stated that for the parade next year the District may want to advertise resources or encourage the community to come and visit the Library.

VIII. Liaisons to Other Organizations-Reports

Director Wolf stated that RAILS has nothing to report.

Trustee Anwar referred to the presentation done by Village of Winnetka President Rintz for recent events in the Winnetka Village.

Trustee Neustadt stated that the Northfield Village approved 1725 Winnetka which will change the zoning for the area to rental property at the corner of Winnetka and Happ Road.

IX. Unfinished Business

There was no unfinished business to be discussed.

X. New Business

- *Discussion and Vote on Ordinance Adopting Building and Maintenance Tax (.02% special tax) for Fiscal Year 2018-2019**

A MOTION was made by Trustee Reichert to approve the Ordinance Adopting Building and Maintenance Tax (.02% special tax) for Fiscal Year 2018-2019, Ordinance No. 2018-2019/2, and seconded by Trustee Neustadt.

ROLL CALL:

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

Nay:

Absent: Trustee McCarthy

- *Review of Certified Estimate of Revenue by Source for Fiscal Year 2018-2019**
Trustee Ruiz-Funes will review the Certified Estimate of Revenue by Source for Fiscal Year 2018-2019.
- *Discussion and Vote on Resolution to Determine an Estimate of Funds Needed for Fiscal Year 2018-2019**
A MOTION was made by Trustee Reichert to approve the Resolution to Determine an Estimate of Funds Needed for Fiscal Year 2018-2019, Resolution No. 2018-2019/3 and seconded by Trustee Shoup.

ROLL CALL:

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

Nay:

Absent: Trustee McCarthy

- *Review Draft of Budget and Appropriation Ordinance for Fiscal Year 2018-2019**
Director Wolf explained that the Budget and Appropriation outlined what amount the District could not spend over on any budget line. The Board wanted to see numbers from the previous fiscal year for the next Board Meeting.
- *Discussion and Vote to Approve Commercial Insurance Policy Renewals**
Director Wolf presented the insurance rates from Chubb Insurance vs Utica Insurance. The District currently uses Chubb now, but is considering changing to Utica Insurance for a more cost-effective solution.

A MOTION was made by Trustee Reichert to approve Commercial Insurance Policy Renewals for the insurance company that is most cost effective between the options of Utica and Chubb Insurance and seconded by Trustee Neustadt.

The MOTION passed on a voice vote.

- *Discussion and Vote to Engage Lakota Group for Patio Project**
Director Wolf stated that last year the Board began discussions on improving the landscaping of the Winnetka Library. A focus group was created between the staff, Trustees, and Winnetka residents to assess and propose what to include in the Landscape Project.
Director Wolf stated that the Lakota group presented designs for different stages of the project; phase one beginning with the Patio Project (Northside entrance), followed by the Oak Street (Westside) and Green Bay Road (Eastside) of the landscape. The current focus will be the Northside outside the Lloyd Room with the possibility of also looking at the Westside area outside of the children's room. The Lakota Group's initial proposal and rendering is of the Northside Patio Project.

The Board discussed working this Patio Project into an Intergovernmental Agreement through the TIF District.

Trustee Ruiz-Funes asked about how to think about the community impact of the project. This project will allow for a more unique programming space, more visibility from Green Bay Road, and increased awareness of our programming, in addition to a more attractive entrance to the Winnetka Library. Trustee Ruiz-Funes stated that the District needs to be thinking about how to attract additional patronage during the Patio Project

Trustee Reichert asked if there was a preliminary budget for the Patio Project. Director Wolf responded that Lakota Group projected this project to cost between \$200,000-\$300,000 before the engineering costs. As the project develops, a better cost estimation will be available.

The Board agreed to move forward with the Patio Project. Agreeing that it would be wise to have a solid plan in place for landscaping should the time for negotiating Intergovernmental Agreements in regards to a TIF occur.

A MOTION was made by Trustee Ruiz-Funes to engage Lakota Group for Patio Project and seconded by Trustee Shoup.

ROLL CALL:

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

Nay:

Absent: Trustee McCarthy

XI. Communications

- The next Regular Board Meeting will be August 13th.

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 Shoup. The MOTION passed on a voice vote and President Johnson adjourned the meeting at 9:16 p.m.

Respectfully submitted,
Katie Cangelosi
Recording Secretary

_____ Brian Johnson, President

_____ Suzanne Shoup, Secretary