

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

September 17, 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 7:03 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), Katie Cangelosi (Head of Circulation), Sarah Quish (Head of Communications and Marketing), Stephanie Girardi (Acquisitions and Technical Services Associate), and Kathy Hargrave (Youth Services Associate). Lakota Group members; Becky Hurley, Scott Freres, and Kevin Clark. Also present were Winnetka resident Jeffrey Liss and Nancy Fox from the League of Women Voters.

III. Public Comments

No public comments.

IV. Presentation by Lakota Group on Proposed Patio Project

President Scott Freres of Lakota Group presented the Proposed Landscape and Patio Project. He stated that the purpose of this project is to improve the arrival sequence of the building, to incorporate the streetscape character, and to create an inviting indoor/outdoor space to welcome the community to gather and socialize.

President Johnson stated that the project should have guiding principles:

- Have the front door be an entrance to community space
- Create awareness of library activities to help drive usage
- Be a welcoming space for programming
- Enhance the midcentury modern architectural characteristics
- Bear in mind safety and comfort
- Ensure that any trees be replaced to retain our green spaces

The Board asked for a Master Plan to see all the proposed plans in the outdoor space surrounding the library. Trustee Anwar also suggested creating a daytime rendition of the patio displaying children. Trustee Reichart as asked that the Lakota Group include as part of the Lanscape/Patio Project a connection to the existing parking lot. i.e. a path or sidewalk.

The Board expressed safety concerns regarding children being too close to the street. Director Wolf responded that during programs and events a gate can be used to block the exit from the patio.

The Board will review the solutions to their concerns regarding the Proposed Patio Project as well as review the framework plan at the next board meeting on October 15, 2018.

On November 7, 2018 a Study Session/Public Meeting will be held to showcase the Proposed Patio Project and to receive feedback from the community. In addition, Director Wolf suggested adding the plan to the website for patrons to offer feedback and concerns.

V. Vote to Approve Minutes of August 20, 2018 Regular Meeting*

The following changes were requested for line item "Library Report":

- Change verbiage to "Trustee McCarthy stated that the Glencoe Library has literary programming, in which the leader can present two or three sessions on a literary subject".

A MOTION was made by Trustee Reichert to approve the August 20, 2018 Regular Board Meeting Minutes given the above approved changes and seconded by Trustee McCarthy.

The MOTION passed on a voice vote.

VI. Financial Report

President Johnson mentioned that Northfield is slightly below budget on eMaterials and asked if the District is keeping their materials up to date. Director Wolf stated that Northfield is on pace with acquisitions ordering.

Director Wolf also mentioned that Adult Services tends to be overbudget due to database purchases at the beginning of the fiscal year.

Director Wolf stated that the District purchased a new database called Creative Bug, which revolves around DIY projects and crafting.

President Johnson asked if the elevator cost was annual. Director Wolf responded that it is annual, but also includes the appointments to certify the elevator and perform inspections.

President Johnson inquired about a payment to Southeast Kentucky Community and Technical College. Katie Cangelosi, Head of Circulation responded that the charge was for a book that went missing through Interlibrary Loan.

Trustee Ruiz-Funes mentioned that the District is over budget for Capital Outlay. Director Wolf responded that we will be ahead of budget because the punch list for the Renovation Project is still ongoing.

A MOTION was made by Trustee Ruiz-Funes to approve the August 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 with the board a complaint from Professor Rein about the noise level from the front desk. Director Wolf stated that this is the first complaint she has received about noise. She mentioned that patrons can be directed to the Quiet Room or encouraged to take advantage of the study rooms.

President Johnson asked to encourage staff to keep the Quiet Room door closed. Director Wolf responded that we could welcome patrons into the room with a sign, as opposed to an open door.

Trustee Ruiz-Funes stated that some of the staff who work at the circulation desk speak very loudly. Director Wolf responded that it is good to remind staff of this, as they are not used to having the desk in an open location.

President Johnson stated that the Caucus Committee is having a meeting at the Winnetka Library on September 27, 2018 at 7PM to discuss potential changes to the Caucus Rules Forum. Director Wolf mentioned that September 27, 2018 is the One Book Two Villages (OBTV) event, so she will communicate with the Caucus Committee about the possibility of rescheduling.

LIBRARY DIRECTOR'S REPORT:

Director Wolf shared an impact story from a senior citizen, who stated that the Winnetka Library always makes him feel as though he has a place in the world.

Director Wolf stated that we are continuing to work on audit preparations. Field work will occur on the building and grounds. Director Wolf is waiting on finalizations of the Northfield Library Desk Renovation to share with the Board.

Director Wolf stated that the Winnetka Library is currently receiving quotes to re-stripe the parking lot.

Director Wolf announced that Steve Kline will be leaving the Winnetka-Northfield branch to be an Information Services Manager at Riverside Public Library.

Director Wolf congratulated all Circulation staff members who have taken the Circulation Associate test and passed. Beck Gelgeson has joined the Library District as a Youth Services associate.

Director Wolf announced that both our physical and our digital circulation continues to go up. We are monitoring spending in digital materials as the percentage of growth remains high. The Board asked about taking the automatic renewal numbers out of the total checkout for a baseline comparison. Director Wolf stated that they are working with Cooperative Computer Service (CCS) on this but we are not sure if the data will be available. Director Wolf stated that 60% of checkouts at the Winnetka Library have been at the self-check.

Director Wolf stated that the District is working on updating the Circulation Policy.

Director Wolf stated that the new website went live, and the District has received positive feedback.

Director Wolf announced that study room usage is increasing. There has been more conversation regarding tutoring, and Director Wolf specified that rooms cannot be booked for tutoring as per our policy.

Director Wolf stated that ticket sales are doing well for OBTV. Author Jennifer Egan will be attending a Cocktail Party Reception at the Winnetka Community House on September 27, 2018 from 6-7:30PM before speaking at 7:30PM. She will also be attending a Luncheon and Q&A, followed by a book signing at the Happ Inn in Northfield on September 28, 2018 at 11:30AM.

President Johnson mentioned that program presenters were not aware of the option for using the microphones with the hearing loop. Director Wolf responded that we have discussed with our librarians about mentioning the option of the microphones.

Director Wolf stated that the Library District will be starting Patron Point to offer programs to patrons and capture engagement data. Patron Point allows the District to send targeted emails to patrons, such as; pre and post program emails, customized notices, inquiries about no-shows, and welcome emails to new card members to assess their interests.

Trustee Ruiz-Funes asked if the Library can track what patrons check out, and send emails tailored to their interests. Director Wolf responded that patrons will be able to opt into that feature in the future.

Trustee Ruiz-Funes inquired about the number of holds. Director Wolf stated it is an incorrect number, because it is the number of holds at the exact time the report was run, and not for the entire month. Director Wolf mentioned that the District is working to determine which number should be reported.

VIII. Liaisons to Other Organizations-Reports

- *RAILS* - Director Wolf stated that there is nothing new to report on RAILS.
- *Winnetka Village*- President Johnson stated that the Village is planning to begin construction on the bridges.
- *Northfield Village*- Director Wolf stated from Trustee Neustadt that the Northfield Village reported that construction will begin on Happ Road.

IX. Unfinished Business

X. New Business

- *Discussion of Per Capita Requirements for 2018-2019*
Director Wolf explained the Per Capita Grant to the Board. Director Wolf stated that this year the Library District is required to speak about Reader's Advisory with the staff.

Director Wolf stated that she will be sending an email to the trustees including chapters 4-6 from the Trustee Handbook to review before having a discussion.

Director Wolf stated that one trustee must volunteer to watch a video that addresses services geared towards special needs communities.

XI. Communications

- *Fiscal Year 2017-2018 Illinois Public Library Annual Report (IPLAR) has been submitted.*
- *September 18, 2018 is the first day to circulate nomination petitions for the election of Library Trustees at the Consolidated Election scheduled for April 2nd, 2019.*

XII. Public Comments

Jeffrey Liss asked for clarification regarding the new placement of bike racks, and for the proposed wall for the Proposed Patio Project. He emphasized that it should be clear to patrons where they can sit and walk.


Nancy Fox asked if the patio will be in full sun. Stephanie Girardi stated that there will be times throughout the day when the patio is in full sun, and times when it is shaded.

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 8:49 p.m.

Respectfully submitted,

Nicola White
Recording Secretary



Brian Johnson, President



Suzanne Shoup, Secretary