

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

October 16, 2023

I. Call to Order

The meeting was held at the Winnetka Library, 768 Oak St., Winnetka, Illinois. President Mitchell called the meeting to order at 7:01 p.m. A quorum was present.

II. Roll Call

Present: In-person Trustees Travis Gosselin, Sarah Munoz, Ranjini Shankar, Thomas Sundell, Deborah Vandergrift, and Board President Melissa Mitchell; and Library Director Monica Dombrowski and via online Trustee Matt Kinnich.

Present was library employee Mark Swenson (IT Manager).

Present was Winnetka resident Jeffrey Liss.

III. Public Comments

No public comments.

IV. Approval of Minutes

Approve minutes of the September 18, 2023 special and regular meetings.

President Mitchell announced approval of the September 18, 2023 Special and Regular Meetings respective Minutes.

V. Financial Report

Trustee Munoz and Director Dombrowski presented the September 2023 Financial Statement.

VI. Library Reports

Library Director's Report

Director Dombrowski presented the September 2023 Director's Report, which was included in the October 2023 board packet.

Board President's Report

President Mitchell had reported on the Winnetka Caucus survey results as they pertain to the library, urging all trustees to review the results.

VII. Liaison Reports

Winnetka Village – Trustee Gosselin also spoke to the Caucus survey results and candidate vote, as well as with respect to the dismissal of the lawsuit against the park district.

Northfield Village – Trustee Kinnich reported on the coming centennial for the Village and other village events offering opportunities for library district

participation, as well as mentioning the zoning changes under consideration for properties previously considered as potential alternative sites.

VIII. Unfinished Business

Update on the Northfield Library Renovation Project

President Mitchell confirmed that the nine-month extension of the existing lease was approved by the Village board. On our behalf, our real estate agent is reaching out to the Village to convey data supporting the fair value for rents under the proposed long-term lease. On the Village response, our letter of intent to the Village will be revised and provided by our attorney to the Village's attorney.

IX. New Business

- *Proposed date change for the December board meeting*
At Director Dombrowski's request, the Board approved the change of meeting date to Monday, December 11.
- *Discussion of Draft FY23-24 Levy*
Director Dombrowski presented the draft levy document for the Board's review.
- *Update on FY23-24 Q1 Strategic Planning Activities*
Director Dombrowski outlined for the Board the first quarter accomplishments, current activities, and future plans under each of the workstream initiatives within the Strategic Plan

X. Communications

The next regular meeting of the board will be held on Tuesday, November 14th at 7 p.m. at the Winnetka Library.

XI. Public Comments

Jeffrey Liss commented on customer browsing, speculating on a means to reflect that activity.

XII. Adjournment

There being no further business to come before the Board, a Motion to adjourn to Closed Session was made by President Mitchell.

The Motion passed on voice vote and President Mitchell adjourned the meeting at 8:04 p.m.

XIII. Return to Open Session

Director position personnel file and time tracking

On returning to Open Session at 8:40 P.M., and being rejoined by Director Dombrowski, the Board directed that a personnel file for Director Dombrowski, including the employment letter of agreement and any other relevant documentation, such as performance reviews, be maintained in the Board safe. The Board confirmed that the Paylocity Payroll and HR system is used for the Director position just as it is applied to all library employees. The Director will provide to the Board the employee handbook which includes details of time-off benefits and rules (vacation days, sick days, personal days, and holidays).



XIV. Adjournment

There being no further business to come before the Board, a Motion to adjourn to Closed Session was made by Trustee Sundell.

The Motion passed on voice vote and President Mitchell adjourned the meeting at 8:46 p.m.

Respectfully submitted,

Thomas Sundell
Board Secretary

 Melissa Mitchell, President
 Thomas Sundell, Secretary