

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

April 19, 2021

I. Call to Order

The meeting was held virtually via Zoom due to the COVID-19 pandemic. President Ruiz-Funes called the meeting to order at 7:02 p.m. A quorum was present.

II. Roll Call

Present: President Jean-Paul Ruiz-Funes, and Trustees Travis Gosselin, Brian Johnson, Deborah Vandergrift, Sarah Munoz and Katherine Casale MacNally; and Library Director Monica Dombrowski.

Absent: Trustee Raheela Anwar

Present were library employees Nicola White (Administrative Assistant) and Mark Swenson (Information Technology Manager). Present was Jackie Throop from HR Source. Present was Winnetka resident Jeffrey Liss.

III. Public Comments

No public comments.

IV. Vote to Approve Minutes

- Vote to Approve Minutes of the March 15, 2021 Regular Meeting

A MOTION was made by Trustee Casale MacNally to approve the Minutes of the March 15, 2021 Regular Meeting and seconded by Trustee Johnson.

The MOTION passed on a voice vote.

V. Financial Report

Director Dombrowski presented the March 2021 Financial Statements.

A MOTION was made by Trustee Casale MacNally to approve the March 2021 Financial Statements and seconded by Trustee Vandergrift.

The MOTION passed on a voice vote.

VI. **Library Report**

LIBRARY DIRECTOR'S REPORT:

Director Dombrowski reported:

- The Board will be swearing in the new trustees at the May meeting
- The District has stopped quarantining library materials based on recommendations from RAILS; this will provide the space to begin opening up meeting rooms and study rooms in June
- Virtual adult programming attendance continues to be strong; youth programming attendance remains steady, but numbers are not as high as pre-pandemic as there is still a desire to have in-person youth programming
- The theme for Summer Reading this year is "Reading Colors Your World"
- The District has seen a good uptick in physical circulation; March was the second highest month since February 2020
- In order to obtain more comparable data going forward, the team will begin comparing data to 2019 numbers

BOARD PRESIDENT'S COMMENTS:

President Ruiz-Funes reported:

- The trustees' thoughts are with those directly affected by COVID-19 and they wish to thank the first responders and essential workers for their efforts, as well as all library staff.
- The District should continue to be vigilant on staff and patron safety and also fiscally responsible in terms of hiring new staff
- The District should continue to promote the digital library
- The Board would like to see a list of the key issues and questions that will eventually be addressed by the new Strategic Plan

VII. **Liaisons to Other Organizations-Reports**

- *Winnetka Village*- Trustee Johnson reported that Spirit Elephant won the Green Business of the Year award and that Peet's Coffee has permitted outdoor seating. He also reported that the Village is following the Mayor's Monarch Pledge, and he encouraged the library to introduce more Monarch friendly plantings and butterfly-related programming.
- *Northfield Village*- Trustee Munoz reported that the Northfield Village has been discussing the tree preservation plan that went into effect in the early 2000's. She also reported that the Go Green Northfield Committee has been working to take gas leaf blowers off the street.

VIII. Unfinished Business

- *Update on Northfield Refresh Project*

Director Dombrowski reported that the project will begin on April 23, 2021 and is expected to be completed on June 4, 2021. The Branch will be staying open with reduced hours; 1 p.m. to 6 p.m. Monday through Friday, and 10 a.m. – 6 p.m. on Saturdays, and there will be an open house on Saturday, June 5, 2021 between 1 p.m. and 3 p.m. to showcase the new space.

- *Update on Window Replacement Project*

Director Dombrowski reported that SMC is in the process of preparing the bidding documents and are waiting on lab test results from the final asbestos sample.

The Board discussed energy efficiency grants and monitoring savings on gas and electric bills after the project. They suggested reaching out to Go Green Winnetka and principals from local schools to find a student who can track heat loss/gain before and after the window replacements.

- *Update on Strategic Plan*

Director Dombrowski reported that the District kicked off the strategic planning process last week with the first steering committee meeting. The committee is in the process of scheduling and conducting focused conversations with community members and stakeholders, and there will be a staff town hall, department meetings, and an internal organizational workshop coming up within the next month. She also reported that the District is working on finalizing both internal and external communication plans and intend to heavily promote the caucus survey to patrons to gather feedback on library services.

IX. New Business

- *Approval of Succession Plan*

A MOTION was made by Trustee Casale MacNally to approve the Succession Plan and seconded by Trustee Gosselin.

The MOTION passed on a voice vote.

- *Adoption of Revised Investment Policy*
A MOTION was made by Trustee Vandergrift to adopt the revised Investment Policy and seconded by Trustee Munoz.

ROLL CALL VOTE

AYES: Trustees Ruiz-Funes, Munoz, Gosselin, Johnson, Casale MacNally and Vandergrift

NAYS: 0

ABSENT: Trustee Anwar

MOTION CARRIED

- *Question of Returning to In-Person Meetings*
The trustees discussed not feeling comfortable returning to in-person meetings at this time, but will keep the discussion on the agenda each month to ensure it is continually revisited.

X. Communications

- *The Library will be closing one hour early on Friday, May 7, so staff can participate in a strategic planning workshop that evening.*
- *The next study session will be held on Monday, May 3 at 7 p.m.*
- *The next regular meeting will be held on Monday, May 17 at 7 p.m.*
- *Statements of Economic Interest must be filed by May 1. If you have not already, please check your library email (and spam folder) and file as soon as possible.*

XI. Public Comments

Winnetka resident Jeffrey Liss commented on programming and library visitorship post-COVID.

XII. Adjourn to Closed Session

- 5 ILCS 120/2(c)(1): To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library district.

A MOTION was made by Trustee Casale MacNally to adjourn to Closed Session per 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 seconded by Trustee Vandergrift.

The MOTION passed on a voice vote and President Ruiz-Funes adjourned to a Closed Session at 8:29 p.m.

XIII. Return to Open Session

Present: President Jean-Paul Ruiz-Funes, and Trustees Travis Gosselin, Brian Johnson, Deborah Vandergrift, Sarah Munoz and Katherine Casale MacNally; and Library Director Monica Dombrowski.

Absent: Trustee Raheela Anwar


XIV. Adjournment

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Casale MacNally and seconded by Trustee Munoz.

The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 9:11 p.m.

Respectfully submitted,

Nicola White
Recording Secretary


JP Ruiz-Funes (May 18, 2021 20:58 CDT)

Jean-Paul Ruiz-Funes, President

Katherine Casale MacNally

Katherine Casale MacNally, Secretary