

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

May 17, 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, Raheela Anwar, Sarah Munoz and Katherine Casale MacNally; and Library Director Monica Dombrowski.

Absent:

Present were library employees Nicola White (Administrative Assistant) and Mark Swenson (Information Technology Manager). Present were trustee elects Melissa Mitchell, Thomas Sundell and Todd Van Neck. Present were John Shales and Brooke Irving from SMC. Present was Winnetka resident Jeffrey Liss.

III. Public Comments

No public comments.

IV. Vote to Approve Minutes

- Vote to Approve Minutes of the April 19, 2021 Regular Meeting
- Vote to Approve Minutes of the May 3, 2021 Study Session

A MOTION was made by Trustee Gosselin to approve the Minutes of the April 19, 2021 Regular Meeting and seconded by Trustee Munoz.

The MOTION passed on a voice vote.

A MOTION was made by Trustee Casale MacNally to approve the Minutes of the May 3, 2021 Study Session and seconded by Trustee Vandergrift.

The MOTION passed on a voice vote.

V. **Financial Report**

- Approve April 2021 Financial Statements
Director Dombrowski presented the April 2021 Financial Statements.

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

The MOTION passed on a voice vote.

- Change in Investment Funds
Director Dombrowski reported that Byline Bank recommended converting the District's Public Funds Money Market account and Operating account to a 0.50% yield and cashing out the CD's as they mature in order to receive a higher return on investment and reduce fees. Director Dombrowski and Trustee Vandergrift approved the change and will authorize the money from the matured CD's to be moved into the money market account on behalf of the Board.

VI. **Library Report**

LIBRARY DIRECTOR'S REPORT:

Director Dombrowski reported:

- 2021 data is now being compared to 2019 stats
- Visitorship and circulation were down this month; this happens every year in April due to spring break and Easter
- The Studio became the go-to spot for personalizing confirmation banners this month
- Summer Reading begins June 1; goal is to read for 20 minutes per day for 40 of the 60 days of the challenge
- The District should make analyzing data a strategic priority and allocate resources toward it

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 promote digital resources.

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

- *Winnetka Village*- Trustee Johnson reported that the Village of Winnetka will be holding their annual 4th of July parade, but there will be no

fireworks this year. He also reported that the Memorial Day ceremony will be registration only, and there is a discussion regarding adding additional plantings on the parkways.

- *Northfield Village*- Trustee Munoz reported that the Northfield Village is working on an ordinance for a seasonal ban on gas leaf blowers.

VIII. Unfinished Business

- *Discussion and Vote on Window Bid Approval*
John Shales and Brooke Irving from SMC presented the bids for the Winnetka window project and recommended Reliant Contract Glass, whose bid came in under budget.

A MOTION was made by Trustee Anwar to Approve the Reliant Contract Glass Window Bid and seconded by Trustee Casale MacNally.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: 0

MOTION CARRIED

- *Update on Strategic Plan*
Director Dombrowski gave an update on the strategic planning process. She reported that Strategic Planning Consultant Marc Futterman plans to report the draft gaps and opportunities memo to the Board in late June.
- *Update on Linden Patio Homes Tree Root Issue*
Director Dombrowski reported that the District's attorney reviewed the agreement and recommends the library pay the total cost of the plumbing repairs and service necessitated by the growth of the tree roots in the sewers (\$8,620) and then share the cost of annual maintenance work with Linden Patio Homes up to \$1,000 each year through 2031. After that, the agreement will be reassessed.

The Board supported the agreement and recommended the health of the trees be inspected.

IX. New Business

- *Discussion and Vote on Auditor Engagement Letter*
Director Dombrowski reported that McClure Inserra & Company proposed a 3-year contract with a fee of \$12,400.00 per year.

A MOTION was made by Trustee Vandergrift to Approve the Auditor Engagement Letter and seconded by Trustee Munoz.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: 0

MOTION CARRIED

- *Approval of FY21-22 Budget*
A MOTION was made by Trustee Vandergrift to Approve the Fiscal Year 2021-2022 Budget and seconded by Trustee Johnson.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: 0

MOTION CARRIED

- *Recognition of Outgoing Trustees Johnson, Casale MacNally, and Anwar*
President Ruiz-Funes thanked Trustee Anwar for her eight years of service on the Board; stating that she was a voice for the employees and represented staff thoughtfully with each Board decision.

President Ruiz-Funes thanked Trustee Johnson for his eight years of service on the Board; stating that his legacy is visible and lasting in the renovation of the Winnetka Library.

President Ruiz-Funes thanked Trustee Casale MacNally for her two years of service on the Board; stating that she was the voice of young families and children and thanked her for her diligent work as Board Secretary.

- *Organizational Meeting of the Library Board*
 - *Oaths of Office for Incoming Trustees*
Outgoing secretary Katherine Casale MacNally swore in incoming trustees Mitchell, Munoz, Ruiz-Funes, Sundell, and Van Neck
 - *Election of Officers to two-year terms*
For the office of President, Trustee Ruiz-Funes self-nominated.

A MOTION was made by Trustee Vandergrift to elect Trustee Ruiz-Funes to the office of President for a two-year term and seconded by Trustee Gosselin.

ROLL CALL VOTE

AYES: Trustees Ruiz-Funes, Munoz, Gosselin, Sundell, Mitchell, Van Neck and Vandergrift

NAYS: 0

ABSENT: 0

MOTION CARRIED

For the office of Vice President, Trustee Gosselin self-nominated.

A MOTION was made by Trustee Vandergrift to elect Trustee Gosselin to the office of Vice President for a two-year term and seconded by Trustee Munoz.

ROLL CALL VOTE

AYES: Trustees Ruiz-Funes, Munoz, Gosselin, Sundell, Mitchell, Van Neck and Vandergrift

NAYS: 0

ABSENT: 0

MOTION CARRIED

For the office of Treasurer, Trustee Vandergrift self-nominated.

A MOTION was made by Trustee Van Neck to elect Trustee Vandergrift to the office of Treasurer for a two-year term and seconded by Trustee Munoz.

ROLL CALL VOTE

AYES: Trustees Ruiz-Funes, Munoz, Gosselin, Sundell, Mitchell, Van Neck and Vandergrift

NAYS: 0
ABSENT: 0
MOTION CARRIED

For the office of Secretary, Trustee Sundell self-nominated.

A MOTION was made by Trustee Vandergrift to elect Trustee Sundell to the office of Secretary for a two-year term and seconded by Trustee Munoz.

ROLL CALL VOTE
AYES: Trustees Ruiz-Funes, Munoz, Gosselin, Sundell, Mitchell, Van Neck and Vandergrift
NAYS: 0
ABSENT: 0
MOTION CARRIED

- *Community Liaison appointments*
For the role of Winnetka Village Liaison, Trustee Mitchell self-nominated.

A MOTION was made by Trustee Vandergrift to appoint Trustee Mitchell as the Winnetka Village Liaison and seconded by Trustee Sundell.

ROLL CALL VOTE
AYES: Trustees Ruiz-Funes, Munoz, Gosselin, Sundell, Mitchell, Van Neck and Vandergrift
NAYS: 0
ABSENT: 0
MOTION CARRIED

For the role of Northfield Village Liaison, Trustee Munoz self-nominated.

A MOTION was made by Trustee Vandergrift to appoint Trustee Munoz as the Northfield Village Liaison and seconded by Trustee Sundell.

ROLL CALL VOTE

AYES: Trustees Ruiz-Funes, Munoz, Gosselin, Sundell, Mitchell, Van Neck and Vandergrift

NAYS: 0

ABSENT: 0

MOTION CARRIED

- *Discussion Regarding Proposed Board of Trustees Meeting Calendar for Fiscal Year 2021-2022*

The Board reviewed the proposed Fiscal Year 2021-2022 meeting calendar. Director Dombrowski will determine the study session dates and the Board will vote on the meeting ordinance at the June meeting.

- *Vote to Move Study Session from June 7th at 7 p.m. to June 28th at 7 p.m. and Use for Board Review of Strategic Planning Gaps & Opportunities Findings*

A MOTION was made by Trustee Van Neck to approve moving the Study Session from June 7th at 7 p.m. to June 28th at 7 p.m. and seconded by Trustee Munoz.

The MOTION passed on a voice vote.

- *Discussion Regarding Mask Requirements for Library Users*

The Board discussed whether to require masks for library users and elected to leave the decision up to Director Dombrowski after providing their opinions.

- *Question of Returning to In-Person Meetings*

The Board discussed whether to return to in-person meetings and elected to hold the June Board Meeting on Zoom. They also asked if there is a technology platform that will allow the public to easily attend online if the Board is meeting in person. IT Manager Mark Swenson will investigate options.

X. Communications

- *The library will be closed on Sunday, May 30th and Monday, May 31st in observance of Memorial Day*
- *Expanded hours/services begin on Monday, June 7th*
- *Nancy Sylvester training session for new and existing board members on Saturday, June 5th from 8:30 a.m. – 12:30 p.m. Will be recorded for those who cannot attend.*
- *Open house at Northfield on Saturday, June 5th from 1 p.m. – 3 p.m.*

- *The next regular meeting will be held on Monday, June 21st at 7 p.m.*

XI. Public Comments

Winnetka resident Jeffrey Liss thanked the departing members of the Board and commented on mask requirements at the library.


XII. Adjournment

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Van Neck and seconded by Trustee Vandergrift.

The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 9:13 p.m.

Respectfully submitted,

Nicola White
Recording Secretary


JP Ruiz-Funes (Jun 22, 2021 11:50 CDT)

_____ Jean-Paul Ruiz-Funes, President


Thomas Sundell (Jun 22, 2021 11:37 CDT)

_____ Thomas Sundell, Secretary