

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

June 15, 2020

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 7:01 p.m. A quorum was present.

II. Roll Call

Present: President Jean-Paul Ruiz-Funes, and Trustees Suzie Shoup, Brian Johnson, Katherine Casale MacNally and Deborah Vandergrift; and Interim Library Director Emily Compton-Dzak.

Absent: Trustees Raheela Anwar and Travis Gosselin

Present were library employees; Nicola White (Administrative Assistant) and Mark Swenson (Head of Information Technology). Present were Northfield residents Sue Kelly and Amy Richmond.

III. Public Comments

Northfield resident Sue Kelly commented on the reopening of the Studio.

Northfield resident Amy Richmond commented on staffing decisions at the Northfield Branch Library.

IV. Vote to Approve Consent Agenda

- Minutes of the May 18, 2020 Regular Meeting
- Minutes of the June 3, 2020 Study Session

A MOTION was made by Trustee Shoup to approve the Consent Agenda and seconded by Trustee Casale MacNally.

The MOTION passed on a voice vote.

V. Financial Report

Interim Director Compton-Dzak presented the May 2020 Financial Statements.

A MOTION was made by Trustee Vandergrift to approve the May 2020 Financial Statements and seconded by Trustee Shoup.

The MOTION passed on a voice vote.

VI. Library Report

LIBRARY DIRECTOR'S REPORT:

Interim Director Compton-Dzak reported:

- Digital usage has increased dramatically since the closure, and Collection Development Librarians Nick Mall and Kate Fuentes have analyzed digital usage data.
- Summer Reading launched on June 1, 2020 and had 171 registrants in the first three days.
- The District held virtual programming including a modern hand lettering program, a program on El Greco and the Spanish Renaissance, Medicare 101 and a Super Smash Brothers tournament that saw 63 rounds.
- Staff are continuing with virtual professional development training while working remotely. All staff were trained virtually on the District's new phone system.
- Curbside service began on June 1, 2020 and the District will be accepting returns beginning June 22, 2020.
- Management Team developed a COVID-19 Response Plan that ties District services and actions to the Restore Illinois Phase Plan.
- The District is developing a survey to better understand the needs of the community as we reopen amid the pandemic. The survey will be sent out electronically and made available on the District website.

BOARD PRESIDENT'S REPORT:

President Ruiz-Funes reported:

- In the wake of the death of George Floyd the District issued a statement about racism and social justice. The Board of Trustees stands with the Library in its support of those who seek to end systemic racism and social inequality. The demand for dignity, justice and equality is a matter of basic human rights. We are hopeful that the process of bringing about positive change in our country can be achieved in a peaceful and respectful manner. The Library is a place of community where all are welcome and treated equally. The Board of Trustees support the District's role in providing access to materials that expand minds and promote respectful conversations within the community.
- As the District moves towards stages of reopening, the Board of Trustees' thoughts are with all of those who have been affected by COVID-19. Trustee Ruiz-Funes thanked the medical professionals, first responders, community service personnel and the essential workers who work tirelessly to keep everyone safe.

VII. Liaisons to Other Organizations-Reports

- *Winnetka Village*- Trustee Johnson reported that the Village of Winnetka is now open for outdoor dining; the farmer's market and beaches are also open. He also reported that the 4th of July parade and fireworks have been canceled.
- *Northfield Village*- Trustee Shoup reported that there will be a Village of Northfield virtual meeting held on June 16, 2020. She also reported that in lieu of the 4th of July parade, the Village of Northfield is holding a house decorating contest.

VIII. Unfinished Business

- *Presentation and Vote on Fiscal Year 2020-2021 Working Budget*
Interim Director Compton-Dzak presented the Fiscal Year 2020-2021 Working Budget.

A MOTION was made by Trustee Vandergrift to Approve the Fiscal Year 2020-2021 Working Budget and seconded by Trustee Shoup.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: Trustees Anwar and Gosselin

MOTION CARRIED

- *Discussion and Vote on Amended Patio Plans*
Interim Director Compton-Dzak presented the patio plan options to the Board; the trustees decided on option B.
- *Update on Library Director Search*
Trustee Vandergrift gave an update on the Library Director Search.

IX. New Business

- *Discussion of District COVID-19 Response Plan*
Interim Director Compton-Dzak presented the District COVID-19 Response Plan.
- *Vote to cancel the August 3, 2020 Board Study Session and change date of August 17, 2020 Regular Board Meeting to August 18, 2020*
A MOTION was made by Trustee Johnson to cancel the August 3, 2020 Board Study Session and change date of August 17, 2020 Regular Board Meeting to August 18, 2020 and seconded by Trustee Shoup.

The MOTION passed on a voice vote.

X. Communications

- *The District remains closed to the public due to the COVID-19 pandemic.*
- *Contactless pickup, or "curbside service" began on June 1, 2020 and materials returns will be accepted starting June 22, 2020.*

XI. Adjourn to Closed Session

- *Closed Session*
5 ILCS 120/2(c)(11): To discuss pending litigation.
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 to adjourn to Closed Session was made by Trustee Casale MacNally and seconded by Trustee Vandergrift. The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting to Closed Session at 8:06 p.m.

XII. Return to Open Session

The meeting returned to Open Session at 8:36 p.m.

XIII. Vote to Approve Employment Claim Agreement

A MOTION was made by Trustee Casale MacNally to Approve Employment Claim Agreement and seconded by Trustee Vandergrift.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: Trustees Anwar and Gosselin

MOTION CARRIED

XIV. Public Comments

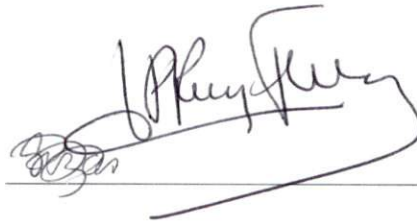
No public comments.

XV. Adjournment

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Shoup and seconded by Trustee Casale MacNally. The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 8:38 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

A handwritten signature in black ink, appearing to read "Jean-Paul Ruiz-Funes", written over a horizontal line.

Jean-Paul Ruiz-Funes, President

A handwritten signature in black ink, appearing to read "Suzanne Shoup", written over a horizontal line.

Suzanne Shoup, Secretary