

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

June 19, 2023

I. Call to Order

The meeting was held at the Northfield Library, 1785 Orchard Lane, Northfield, Illinois. President Mitchell called the meeting to order at 7:02 p.m. A quorum was present.

II. Roll Call

Present: Trustees Thomas Sundell, Sarah Munoz, Ranjini Shankar, Matt Kinnich, and Board President Melissa Mitchell; and Library Director Monica Dombrowski.
Absent: Trustees Travis Gosselin and Deborah Vandergrift

Present were library employees Nicola White (Business Services Coordinator) and Mark Swenson (IT Manager). Present was Winnetka resident Katherine Casale MacNally. Present was Northfield resident Samantha Tideman.

III. Public Comments

No Public Comments.

IV. Decennial Committee Meeting

- Roll Call
 - Present: Trustees Thomas Sundell, Sarah Munoz, Ranjini Shankar, Melissa Mitchell, Library Director Monica Dombrowski, Northfield resident Samantha Tideman, and Winnetka resident Katherine Casale MacNally
 - Absent: Trustees Travis Gosselin and Deborah Vandergrift
- Approval of Minutes from May 1, 2023 Meeting
 - President Mitchell announced the approval of the May 1, 2023 Meeting Minutes.
- Report on Committee Work
 - The committee reported on their work since the last meeting and began reviewing the draft report.
- Next Steps
 - Monica will send a group communication to determine when they should have the next meeting.

V. Approval of Minutes

- Approve Minutes of the May 15, 2023 Regular Meeting

President Mitchell announced the approval of the May 15, 2023 Regular Meeting Minutes.

VI. Financial Report

Trustee Munoz and Director Dombrowski presented the May 2023 Financial Statements.

VII. Library Report

LIBRARY DIRECTOR'S REPORT:

Director Dombrowski presented the May 2023 Director's Report, which is included in the June 2023 Board Packet.

VIII. Liaisons to Other Organizations-Reports

- *Winnetka Village*- Trustee Gosselin is absent; nothing to report.
- *Northfield Village*- Trustee Munoz reported that the Village of Northfield signed a new lease with the Post Office. She also reported that they are working on a plat survey of the Northfield Library campus. Trustee Munoz reported that the sidewalk committee identified segments needing attention and will also be looking into adding a light to the crosswalk at Lagoon and Winnetka. Trustee Shankar reported that a new cafe, Clarkson Brew, has opened up at Clarkson Park.

IX. Unfinished Business

X. New Business

- *Approval of District Closure Dates for FY23-24*

A MOTION to Approve the Closure Dates for FY23-24 with the Addition of Two Additional Closure Dates/Paid Holidays (Juneteenth and the Friday after Thanksgiving) was made by Trustee Kinnich.

The MOTION passed on a voice vote.

- *Assignment of Two Trustees to Review Closed Session Recordings & Summaries*

Trustees Sundell and Munoz were assigned to review the closed session recordings and summaries.

- *Assignment of Two Trustees to Review Secretary's Records for FY22-23*
Trustee Munoz and President Mitchell were assigned to review the secretary's records for FY 22-23.

- *Discussion & Vote on Board Meeting Ordinance for FY23-24*
A MOTION to Approve the Board Meeting Ordinance for FY23-24 with the Amendment to the November and January Meetings Dates was made by Trustee Mitchell.

The MOTION passed on a voice vote.

- *Approval of Annual Ordinance Authorizing Non-Resident Cards*
A MOTION to Approve the Annual Ordinance Authorizing Non-Resident Cards was made by Trustee Sundell.

The MOTION passed on a voice vote.

- *Discussion on IGA with Local Schools*
The Board agreed that Director Dombrowski should pursue IGAs with local schools to provide library cards to unserved children.
- *Discussion and Vote on Program Policy*
The Board made amendments to the draft policy; Director Dombrowski will revise and bring the draft back for approval at the July meeting.

XI. Communications

- *The Library will be closed on Saturday, June 24th and Sunday, June 25th so staff can attend the ALA Annual conference.*
- *The Library will be closed on Tuesday, July 4th in observance of Independence Day.*
- *The next regular meeting will be held on Monday, July 17th at 7 p.m. at the Winnetka Library.*

XII. Public Comments

No public comments.

XIII. Adjourn to Closed Session

- **Closed Session**
5 ILCS 120/2(c)(5): To consider the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

A MOTION to adjourn to closed session was made by Trustee Sundell.

The MOTION passed on a voice vote and President Mitchell adjourned to closed session at 8:58 p.m.

XIV. Return to Open Session

XV. Adjourn to Closed Session

- **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 to adjourn to closed session was made by Trustee Sundell.

The MOTION passed on a voice vote and President Mitchell adjourned to closed session at 9:51 p.m.

XVI. Return to Open Session

XVII. Adjournment

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

The MOTION passed on a voice vote and President Mitchell adjourned the meeting at 10:37 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

 Melissa Mitchell, President

 Thomas Sundell, Secretary