

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

July 18, 2022

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 7:00 p.m. A quorum was present.

II. Roll Call

Present: Trustees Thomas Sundell, Katherine Casale MacNally, Travis Gosselin, Todd Van Neck and President Melissa Mitchell; and Library Director Monica Dombrowski. Trustees Deborah Vandergrift and Sarah Munoz attended virtually via Zoom.

Absent:

Present were library employees Nicola White (Business Services Coordinator), Mark Swenson (Information Technology Manager), and Nick Mall (Adult Services Manager).

III. Public Comments

No public comments.

IV. Approval of Minutes

- Approve Minutes of the June 20, 2022 Regular Meeting

President Mitchell announced the approval of the June 20, 2022 Regular Meeting Minutes.

V. Financial Report

Director Dombrowski and Trustee Vandergrift presented the June 2022 Financial Statements.

VI. Library Report

LIBRARY DIRECTOR'S REPORT:

Director Dombrowski presented the June 2022 Director's Report, which is included in the July 2022 Board Packet.

BOARD PRESIDENT'S COMMENTS:

President Mitchell commented:

- She would like to take a moment to recognize the pain and sadness in our community and neighboring communities since the shooting in Highland Park on Independence Day and expressed support.
 - The library will ensure that we are doing everything we can to protect our children and our communities.

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

- *Winnetka Village*- President Mitchell reported that the Village is planning to hold a special study session in August to discuss gun safety and gun codes in the Village. Trustee Gosselin reported that there is a Park District meeting this evening, and Trustee Casale MacNally reported that the road work surrounding the library has been completed.
- *Northfield Village*- Trustee Munoz reported that the Village is installing smart water meters. She also reported that Market and Music is continuing on Wednesdays at 5:30 p.m. and that the Northfield State Fair will be held on September 10th from 3 p.m. – 10 p.m.

VIII. **Unfinished Business**

- *Finance/Facilities Committee Update*
Trustee Casale MacNally reported that she and Trustee Vandergrift have been considering the safety and security of both physical locations and are planning to meet in early August with the Facilities Development strategic planning team to discuss this in relation to the space plan.
- *Community Engagement Committee Update*
Trustee Sundell reported that he and Trustee Munoz reached out to six community organizations and have begun scheduling meetings.
- *Personnel Committee Update*
Trustee Gosselin stated that there was nothing new to report.
- *Discussion & Vote on Updated Trustee Bylaws*
A MOTION to approve the Updated Trustee Bylaws was made by Trustee Van Neck.

The MOTION passed on voice vote.

- *Update on Digitization Partnership with Winnetka Historical Society*
Director Dombrowski reported that the library has an attorney who is in the process of connecting with the Chicago Tribune's copywrite attorneys to see what the parameters of the project might be before moving forward.

IX. **New Business**

- *Strategic Planning Updates*
Director Dombrowski reported on the progress made on the Strategic Plan during the fourth quarter of the fiscal year.
- *Presentation on eResources by Nick Mall*
Adult Services Manager Nick Mall presented on the pricing models for eResources.
- *Discussion & Approval of Closure Date for End of Summer Party*
Director Dombrowski requested closing the library on Sunday, August 21st for the library's End of Summer Party.

A MOTION to approve the Closure Date for End of Summer Party was made by Trustee Casale MacNally.

The MOTION passed on voice vote.

- *Discussion & Approval of Updated Fiscal Accountability Policy*
A MOTION to Approve the Updated Fiscal Accountability Policy was made by Trustee Casale MacNally.

The MOTION passed on a voice vote.

- *Approval of Minutes of Meetings Lawfully Closed Under the Open Meetings Act*
A MOTION to Approve the Minutes of Meetings Lawfully Closed Under the Open Meetings Act was made by Trustee Sundell.

The MOTION passed on a voice vote.

- *Approval of Resolution Determining Release of Closed Session Minutes*
A MOTION to Approve the Resolution Determining Release of Closed Session Minutes was made by Trustee Sundell.

The MOTION passed on a voice vote.

- *Approval of Resolution Approving Destruction of Closed Session Recordings*
A MOTION to Approve the Resolution Approving Destruction of Closed Session Recordings was made by Trustee Sundell.

The MOTION passed on a voice vote.

X. Communications

- *The next regular meeting will be held on Monday, August 15th at 7 p.m. at the Winnetka Branch.*

XI. Public Comments

No public comments.

XII. 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 Casale MacNally.

The MOTION passed on a voice vote and President Mitchell adjourned to closed session at 9:19 p.m.

XIII. Return to Open Session

XIV. 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 Casale MacNally.

The MOTION passed on a voice vote and President Mitchell adjourned to closed session at 9:28 p.m.

XV. Return to Open Session

XVI. Vote to Approve Resolution to Accept a Resignation and Declare a Vacancy

A MOTION to Approve the Resolution to Accept a Resignation and Declare a Vacancy was made by Trustee Casale MacNally.

The MOTION passed on a voice vote.

XVII. Adjournment

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

President Mitchell adjourned the meeting at 10:06 p.m.

Respectfully submitted,

Nicola White
Recording Secretary



[Melissa Mitchell \(Aug 21, 2022 09:28 CDT\)](#)

Melissa Mitchell, President



Thomas Sundell, Secretary