

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

July 20, 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, Travis Gosselin, Raheela Anwar, Brian Johnson, Katherine Casale MacNally and Deborah Vandergrift; and Interim Library Director Sarah Quish.

Absent:

Present were library employees; Nicola White (Administrative Assistant) and Mark Swenson (Head of Information Technology). Present was Winnetka resident Jeffrey Liss. Present were Northfield residents Sue Kelly and Nancy Detlefsen. Present was Northbrook resident Susan Kelly.

III. Public Comments

Northfield resident Sue Kelly commented on reopening the Studio.

Northfield resident Nancy Detlefsen commented on reopening the Northfield Branch Library and the Board's email account.

IV. Vote to Approve Minutes of the June 15, 2020 Regular Meeting

A MOTION was made by Trustee Casale MacNally to approve the Minutes of the June 15, 2020 Regular Meeting and seconded by Trustee Anwar.

ROLL CALL VOTE

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

NAYS: 0

ABSENT:

MOTION CARRIED

V. Financial Report

Interim Director Quish and Trustee Vandergrift presented the June 2020 Financial Statements.

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

The MOTION passed on a voice vote.

VI. Library Report

LIBRARY DIRECTOR'S REPORT:

Interim Director Quish reported:

- Head of Youth Services Amanda Garrity submitted an impact story from a patron who was very excited about and thankful for the Summer Reading Choose Your Own Adventure Read Aloud Book Club Program.
- Digital circulation took a slight dip from May to June; the District attributes this to curbside service allowing for more physical checkouts.
- The District is still issuing temporary library cards; there were 38 new cards issued in June; totaling 188 since the closure.
- Virtual Branch circulation is up 61%.
- Summer Reading is coming to an end; the District currently has 375 registrants, and 18 patrons have finished.
- The District launched Found4You, a new book recommendation service.
- Programming is down 11% from last year, however this is to be expected during the pandemic.
 - The Super Smash Bros. program had 45 attendees
 - The Monet and the Story of Impressionism program had 42 attendees
- The new District app is ready and out on Google and Apple stores.

BOARD PRESIDENT'S REPORT:

President Ruiz-Funes reported:

- Interim Director Emily Compton-Dzak is on (non-COVID-19 related) medical leave of absence for eight weeks; Head of Communications Sarah Quish has stepped in as Interim Director.
- 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.
- President of the Village of Northfield Joan Frasier expressed concern with the Northfield Branch Library remaining closed during the pandemic, and the lack of capital projects to update the Northfield Branch Library.
 - President Ruiz-Funes and Interim Director Quish will be meeting with Joan Frasier to discuss these concerns.
 - The reopening of the Northfield Branch Library is a top priority for the District; The District will continue to follow the key guiding principles of uncompromising patron and staff safety and remaining in full compliance of state guidelines.
 - A great amount of thought has been given to capital projects at the Northfield Branch Library; plans are on hold and will remain on hold until the new director is in place.
- No patron in the District should have difficulty obtaining books when either of the buildings are closed; the District should continue to focus on making sure all patrons have access to digital materials.

VII. Liaisons to Other Organizations-Reports

- *Winnetka Village*- Trustee Johnson reported that the court case against OneWinnetka for property maintenance continues. He also reported that District 36 is reopening, but in what form will depend on where the state of Illinois is at

the time, and that the Village Cleanup and Sidewalk Sale are getting back on track.

- *Northfield Village-* Trustee Shoup reported that there will be a virtual Village meeting on July 21, 2020 to discuss the 2040 plan, remote learning, and dealing with COVID-19.

VIII. Unfinished Business

- *Update on library director search*
Trustee Gosselin gave an update on the library director search. He reported that the finalist interviews will be conducted on August 17, 2020 and August 18, 2020.
- *Update on library reopening plans*
Interim Director Quish reported that the District launched a community survey to determine what services patrons were interested in and comfortable with.
 - Patrons had expressed concern with safety and cleaning; the Facilities team has increased cleaning, added plexiglass partitions, removed seating, placed hand sanitizer throughout the building and the District has limited the number of people allowed in the building at one time.
 - There were also patrons interested in limited curbside pickup service at the Northfield Branch Library, which the District hopes to offer soon. Once the Winnetka building is reopened smoothly, the District will focus on accessing the Northfield collection, and looks forward to reopening the Northfield Branch Library as we navigate the steps of reopening amid current guidelines.
- *Patio project update*
Interim Director Quish reported that the management team approved the pavers and were all on board with Lakota's recommendation. She also reported that she was not able to receive an estimated completion date but will keep the Board posted.

IX. New Business

- *Update and discussion of One Book Two Villages Program*
Interim Director Quish reported that the District is proposing the program be virtual and free to all patrons this year. The Board discussed the logistics of having a virtual One Book Two Villages program.
- *Discussion and assignment of two trustees to conduct annual Board Secretary's Review of Records for Fiscal Year 2019-2020*
President Ruiz-Funes and Trustee Casale MacNally agreed to conduct the annual Board Secretary's Review of Records for Fiscal Year 2019-2020.

X. Communications

- *No communications.*

XI. Public Comments

Northbrook resident Susan Kelly commented on the Board's email account.

Winnetka resident Jeffrey Liss commented on the director search.

Northfield resident Sue Kelly commented on the director search.

XII. 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 Shoup.

ROLL CALL VOTE

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

NAYS: 0

ABSENT:

MOTION CARRIED

President Ruiz-Funes adjourned the meeting at 8:33 p.m.

Respectfully submitted,

Nicola White
Recording Secretary


JP Ruiz-Funes (Oct 21, 2020 21:02 CDT)

Jean-Paul Ruiz-Funes, President


Suzanne Shoup (Oct 20, 2020 19:36 CDT)

Suzanne Shoup, Secretary