

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

October 19, 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 7:03 p.m. A quorum was present.

II. Roll Call

Present: President Jean-Paul Ruiz-Funes, and Trustees Suzie Shoup, Travis Gosselin, Katherine Casale MacNally and Deborah Vandergrift; and Interim Director Sarah Quish and Library Director Monica Dombrowski.

Absent: Trustees Brian Johnson and Raheela Anwar

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

III. Public Comments

Northfield resident Sue Kelly welcomed Director Dombrowski and commented on reopening the Studio.

IV. Vote to Approve Minutes

- Approve Minutes of the September 21, 2020 Special Meeting
- Approve Minutes of the September 21, 2020 Regular Meeting

A MOTION was made by Trustee Shoup to approve the Minutes of the September 21, 2020 Special Meeting and the September 21, 2020 Regular Meeting and seconded by Trustee Casale MacNally.

The MOTION passed on a voice vote.

V. Financial Report

Interim Director Quish presented the September 2020 Financial Statements.

A MOTION was made by Trustee Vandergrift to approve the September 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:

- District staff are very excited to welcome Monica Dombrowski as the new Library Director.
- Total Circulation is down compared to September 2019 but is trending upwards which signals that patrons are feeling more comfortable using the library amid the pandemic.
- Virtual Branch Circulation is up 82% cumulatively compared to last fiscal year.
- Both physical and digital youth materials are circulating well. The Youth Services Department has been collaborating with local schools and coming up with new ways to engage patrons outside of Zoom.
- Curbside service at the Northfield Branch Library is going very well; there were 105 appointments in September.
- Library app usage is up; there are currently 402 app users compared to 48 in July.
- The One Book Two Villages program was very successful with 74 attendees.
- September was Library Card Sign-Up Month; the District had 128 new sign-ups.
- Adult Services Librarian Meghan White and Youth Collection Development Librarian Kate Fuentes have resigned their positions and will be leaving the District.

BOARD PRESIDENT'S REPORT:

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.
- The trustees are very pleased to welcome Monica Dombrowski as the new Library Director.
- President Ruiz-Funes thanked Emily Compton-Dzak and Sarah Quish for their terrific work in keeping the District running as Interim Library Directors.

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

- *Winnetka Village*- Trustee Johnson was absent; nothing reported.
- *Northfield Village*- Trustee Shoup announced her intention to resign from the Library Board of Trustees as she is moving out of Northfield and stated that Trustee Casale MacNally will be taking on the role of Board Secretary. She then reported that trick-or-treating has not been canceled in Northfield. She also reported that a big topic of conversation at the Northfield Village meeting on October 20th will be the Skokie Trail.

President Ruiz-Funes and the trustees thanked Trustee Shoup for her excellent service on the Board in her role as Secretary and Northfield Liaison.

VIII. **Unfinished Business**

IX. **New Business**

- *Discussion about Levy Philosophy*
 1. The Appropriation column of the draft Tax Levy Ordinance incorporates the figures from our 2020-2021 Budget & Appropriation Ordinance.

2. The Levy column of the draft Tax Levy Ordinance incorporates approximately 95% of our Budget & Appropriation Ordinance appropriation figures.
3. The actual total levy is to be determined per Board discussion/decision. The figures in the Levy column of the draft Tax Levy Ordinance are subject to Board discretion.

The trustees discussed Levy Philosophy, stating their three guiding principles:

1. Plan for an interruption of funding and build up six months of operating expenses in reserve.
2. Prudently and gradually build up reserve for capital improvements and renovations to avoid going to taxpayers for referendum.
3. Ask only for what the District needs to run the libraries and to deliver the services that the communities want.

The trustees agreed to ask for an increase of 2.1% to remain in line with the previous three years and will vote on the Tax Levy Ordinance at the November 16, 2020 Board Meeting.

- *Discussion and Vote on the Resolution to Determine Estimate of Funds Needed for 2020-2021 Fiscal Year*

A MOTION was made by Trustee Casale MacNally to Determine Estimate of Funds Needed for 2020-2021 Fiscal Year and seconded by Trustee Gosselin.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: Trustees Johnson and Anwar

MOTION CARRIED

X. Communications

XI. Public Comments

Winnetka resident Peggy Martay commented on reopening the Studio.

Winnetka resident Jeffrey Liss thanked Trustee Shoup for her service on the Board and welcomed Director Dombrowski.


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 Vandergrift.

President Ruiz-Funes adjourned the meeting at 8:00 p.m.

Respectfully submitted,

Nicola White
Recording Secretary


JP Ruiz-Funes (Jan 3, 2021 19:18 CST)

Jean-Paul Ruiz-Funes, President

Katherine Casale MacNally
Katherine Casale MacNally (Jan 3, 2021 19:51 CST)

Katherine Casale MacNally, Secretary