

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

October 21, 2019

I. Call to Order

The meeting was held at the Winnetka Library, 768 Oak Street Winnetka, Illinois. President Ruiz-Funes called the meeting to order at 7:00 p.m. A quorum was present.

II. Roll Call

Present: President Jean-Paul Ruiz-Funes, and Trustees Suzie Shoup, Brian Johnson, Travis Gosselin, Katherine Casale MacNally and Deborah Vandergrift; and Library Director Rebecca Wolf.

Absent: Trustee Raheela Anwar

Present were library employees; Nicola White (Administrative Assistant), Sarah Quish (Head of Communications & Marketing) and Stephanie Girardi (Collection Services Acquisitions Associate). Present were Winnetka residents Jeffrey Liss and Robert Leonard. Present were Northfield residents Pat Doherty, Jeanne Doherty, Carol Ritchell, Amy Richmond, Margaret Sullivan, Denise Gibson, Nancy Blake, Karen Byrnes, Sue Kelly, Bill Kelly, Jonathan Don, Elizabeth Blodgett, Craig Baxter, Patricia Andrew, Chris Shoup, Jeanine McCarthy, Cricket Hauff, Ken Hauff, Patrick Krohn and Marcia Krohn. Present was Northbrook resident Susan Kelly. Present was Evanston resident Frank Biancalana. Present was Nancy Fox from the League of Women Voters. Present was Karen Ann Cullotta from the Chicago Tribune. Present was Bianca Cseke from 22nd Century Media.

III. Public Comments

Winnetka resident Robert Leonard gave a comment regarding the District's turnover rate.

Northbrook resident Susan Kelly expressed her concerns with the District's turnover rate and management style and gave suggestions regarding the upcoming strategic plan.

Evanston resident Frank Biancalana gave a comment regarding the importance of libraries and stated that his presence at the meeting is to offer support.

Northfield resident Amy Richmond stated her thoughts on the reasoning behind previous staff members' resignations from the District.

Northfield resident Sue Kelly commended staff for their work at Studio Fest. She also expressed her concern regarding the turnover rate, the employee engagement survey, and the resulting impact on taxpayers.

IV. Vote to Approve Consent Agenda

- Vote to Approve Minutes of September 16, 2019 Special Meeting
- Vote to Approve Minutes of September 16, 2019 Regular Meeting

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

The MOTION passed on a voice vote.

V. **Financial Report**

Director Wolf presented the September Financial Statements.

A MOTION was made by Trustee Johnson to approve the September 2019 Financial Statements and seconded by Trustee Gosselin.

The MOTION passed on a voice vote.

VI. **Library Report**

BOARD PRESIDENT'S REPORT:

President Ruiz-Funes reported:

- The Board has devoted significant time to the serious matters that have been raised regarding the Northfield Branch Library and has:
 - Implemented a new community engagement plan
 - Put the Northfield renovation on hold
 - Hired a new Human Resources consultant
 - Held three closed board meeting sessions to review the employee survey and discuss personnel issues
 - Asked the District to gather data on the turnover rate
 - Created a special Human Resources Committee of the board
- The District had a very successful One Book Two Villages event that included a beautiful speech by author Susan Orlean.
- The Studio Fest five-year anniversary event was very successful; President Ruiz-Funes commended staff on their hard work.
- A Northfield patron expressed to him that even though she misses old staff members, she is impressed by current staff who are going out of their way to be nice, polite and helpful.

LIBRARY DIRECTOR'S REPORT:

Director Wolf reported:

- Virtual circulation continues to do well; physical circulation has gone down slightly, but overall circulation is still doing well for the year.
- Youth Services Librarian Allison Philips is resigning her position for her dream job at the Chicago Public Library.
- Brandon Marshall has joined the team as the new Assistant Head of Circulation Services.
- The dates for the upcoming Fireside Chats are set and posted to the website.
- The Indian Trails migration went well; they are now a member of our CCS consortium. Staff worked very hard to make the transition smooth for patrons.
- Virtual Services Coordinator Michael Cianfrani is continuing to work on developing a new District app with an expected launch of Spring 2020.

- The Strategic Planning Committee met to discuss communication and marketing, and the UX group met to brainstorm user experience opportunities. The District has engaged Sarah Keister Armstrong to assist with drafting the Strategic Plan.
- There has been high program attendance, especially for youth programs.
- Head of Youth Services Amanda Garrity visited forty-seven 6th grade Language Arts students at Skokie School; she introduced them to the District and registered some students for library cards.
- The District is working on the next Source and is planning to incorporate more book related information into the issue.

VII. Liaisons to Other Organizations-Reports

- *Winnetka Village-* Trustee Johnson reported that marijuana will not be sold in Winnetka.
- *Northfield Village-* Trustee Shoup reported that there is a survey online to gather community input regarding the sale of marijuana in Northfield; a decision has not yet been made. She also reported that there will be an open house at the Northfield Senior Center on October 22, 2019 to showcase the 2040 vision plan.

VIII. Unfinished Business

- *Report on Community Engagement and Responsiveness*
Director Wolf presented the October 2019 Monthly Report on Community Engagement and Responsiveness.
- *Discussion and Vote on Patio Project: Heated Sidewalk Quote*
A MOTION was made by Trustee Ruiz-Funes to approve the Patio Project: Heated Sidewalk Quote and seconded by Trustee Vandergrift.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: Trustee Anwar

MOTION CARRIED

IX. New Business

- *Discussion on Draft of Proposed Fiscal Year 2019-2020 Proposed Tax Levy*
Director Wolf presented the Draft of the Proposed Fiscal Year 2019-2020 Tax Levy.
- *Discussion and Vote to form a Special Board Committee to Review Human Resources Practices and Procedures*
President Ruiz-Funes stated that the committee will be composed of Trustees MacNally and Vandergrift and assisted by the Human Resources consultant to assess the District's Human Resources environment. They will deliver a conclusion to the Board at the December meeting.

A MOTION was made by Trustee Shoup to form a Special Board Committee to Review Human Resources Practices and Procedures and seconded by Trustee Johnson.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: Trustee Anwar

MOTION CARRIED

- *Presentation and Discussion on Board & Library Continuous Improvement by Vice President Gosselin*

Trustee Gosselin suggested rescheduling the presentation and discussion on Board and Library Continuous Improvement to a Board Study Session, which will be held on November 4, 2019.

- *Discussion and Vote on Proposal on Network Switch Replacement Recommendation*

A MOTION was made by Trustee Casale MacNally to approve the Proposal on Network Switch Replacement Recommendation and seconded by Trustee Vandergrift.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: Trustee Anwar

MOTION CARRIED

X. Communications

- *November Regular Board Meeting scheduled for November 18, 2019 will be held at the Northfield Community Room, Northfield Library. Presentation of annual audit by Lauterbach and Amen.*
- *District will close at 5 p.m. on Wednesday, November 27. The District will be closed on Thursday, November 28 in observance of the Thanksgiving holiday.*

XI. Public Comments

Northfield resident Margert Sullivan expressed concerns regarding the staffing decisions being made throughout the District.

Northfield resident Denise Gibson expressed her unhappiness with the Library District, Library Director, and Board of Trustees.

Northfield resident Nancy Blake read the online petition from change.org, which asks that Director Wolf be replaced, and that previous staff are given first consideration to apply for any new job openings in the District.

Northfield resident Carol Ritchell expressed her concern with the rotating schedule between District branches and asked why that change was implemented. President Ruiz-Funes asked Director Wolf to respond. Director Wolf responded that the goal of the District is to unite people and processes and to come together as a staff to have a schedule that is equal and fair for all, with a larger pool for to allow for vacation and sick time.

Winnetka resident Jeffrey Liss commented that he is impressed at how quickly the Board is addressing these issues.

Northfield resident Sue Kelly made a comment regarding the District turnover rate statistics.

Evanston resident Frank Biancalana expressed concern regarding the management style of the Library Director and the Board of Trustees.

Northbrook resident Susan Kelly gave a comment regarding the turnover rate statistics and her unhappiness with the management team.

Northfield resident Robert Leonard expressed his concern with the speed at which the Board of Trustees is addressing these issues.

President Ruiz-Funes explained that these are complex issues, and the Board will be as slow as they need in order to be factual, sound, and fair, and to make sure the Board reflects the perspective of the entire community.

Northfield resident Craig Baxter reminded the community that Human Resources issues take time to understand and asked that they allow the trustees the time to figure it out.

Northfield resident Patricia Andrew expressed her unhappiness with the Board and Library Director.

Trustee Gosselin stated that there are dedicated trustees taking on the additional responsibility of putting context to some of the stories and numbers that have been heard. They will work with the District's HR Consultant and will report back to the Board so that they are able to make an informed and rational decision based on facts. He stated that the trustees are taking the appropriate steps going forward and are moving as quickly as possible.

Northfield resident Pat Doherty gave a comment regarding his unhappiness with the Library Director.

President Ruiz-Funes stated that he recognizes the community's passion and emotional tie to the Northfield Branch Library. He thanked those who gave comments for their feedback and stated that the trustees are giving serious consideration to the issues that have been presented to them; they will be addressed in a way that is consistent with their responsibility as a Board.

XII. Adjourn to Closed Session

A MOTION was made by Trustee Johnson to adjourn to Closed Session per 5 ILCS 120/2(c)(1): To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library district, and seconded by Trustee Casale MacNally.

The MOTION passed on a voice vote and President Ruiz-Funes adjourned to a Closed Session at 9:25 p.m.

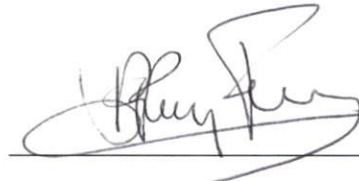
XIII. Return to Open Session

XIV. Adjournment

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Johnson and seconded by Trustee Shoup. The MOTION passed on a voice vote, and President Ruiz-Funes adjourned the meeting at 9:40 p.m.

Respectfully submitted,

Nicola White
Recording Secretary



Jean-Paul Ruiz-Funes, President



Suzanne Shoup, Secretary