

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

January 20, 2020

I. Call to Order

The meeting was held at the Northfield Branch Library, 1785 Orchard Lane Northfield, Illinois. President Ruiz-Funes called the meeting to order at 7:05 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, Raheela Anwar and Deborah Vandergrift; and Interim Library Director Emily Compton-Dzak.

Absent:

Present were library employees; Nicola White (Administrative Assistant), Sarah Quish (Head of Communications & Marketing), Stephanie Girardi (Collection Services Acquisitions Associate), Melissa Morgan (Youth Services Librarian) and Sydney Clark (Library Associate). Present were Winnetka residents Jeffrey Liss, Robert Leonard and Peggy Martay. Present were Northfield residents Sue Kelly, Carol Ritchell, Bill Kelly, Carol Hirsch, Chuck Hirsch, Patti Morrell, Jan Churchwell, Amy Richmond, Lucy Keating, Denise Gibson, Cricket Hauff and Margaret Sullivan. Present were Wilmette residents Joan Scaccia, Kathy Hargrave and Ray Kearney. Present was Northbrook resident Susan Kelly. Present was Nancy Fox from the League of Women Voters. Present was Karen Ann Cullotta from the Chicago Tribune. Present was Todd Marver from the Winnetka Current.

III. Public Comments

Northfield resident Sue Kelly thanked the Board for their decision to change leadership. She also commended Studio staff for their hard work, specifically Studio Associate Jimmy Gonzalez-Vicker.

Northfield resident Carol Ritchell thanked the trustees, District staff, patrons and the press.

Northfield resident Chuck Hirsch thanked the Board for their work.

Northfield resident Amy Richmond thanked the Board but also expressed her continued concerns with the Northfield Branch Library.

Winnetka resident Robert Leonard asked the Board to consider restoring the Genealogy Department.

IV. Discussion and Vote to Appoint Emily Compton-Dzak as Library Interim Director

A MOTION was made by Trustee Shoup to Appoint Emily Compton-Dzak as Library Interim Director and seconded by Trustee Vandergrift.

The MOTION passed on a voice vote.

V. Vote to Approve Minutes of December 16, 2019 Regular Meeting

A MOTION was made by Trustee Casale MacNally to approve the Minutes of December 16, 2019 Regular Meeting and seconded by Trustee Johnson.

The MOTION passed on a voice vote.

VI. Financial Report

Interim Director Compton-Dzak presented the December 2019 Financial Statements.

A MOTION was made by Trustee Shoup to approve the December 2019 Financial Statements and seconded by Trustee Vandergrift.

The MOTION passed on a voice vote.

VII. Library Report

BOARD PRESIDENT'S REPORT:

President Ruiz-Funes reported:

- Rebecca Wolf is indefinitely out of office and Emily Compton-Dzak is serving as Interim Director.
- The Board is launching a search for a new Director, and the trustees are confident the District will attract an outstanding candidate to fill the role.

LIBRARY DIRECTOR'S REPORT:

Interim Director Compton-Dzak reported:

- Head of Circulation Katie Cangelosi submitted an impact story stating that multiple patrons came in to register for library cards as part of their New Year's resolutions.
- Interim Director Compton-Dzak also submitted an impact story about a local boy scout who left a donation box at both library locations to collect blankets and scarves for the homeless.
- The District hired two new Circulation Associates: Lisa Bendoff and Stephanie Gonzalez Diaz. There are currently two openings for part-time Youth Services Associates.
- Youth Services Librarian Lindsay Goldstein came in second place on Jeopardy this month; the District threw a viewing party at the Winnetka Library.
- Virtual Services Coordinator Michael Cianfrani continues to make progress on the new District app.
- The Noon Year's Eve, Music and Movement and Andy Warhol programs were amongst the most popular in December.
- Physical circulation is trending down, however, both digital circulation and program attendance are trending up. These trends are being seen across libraries nationally.

VIII. Liaisons to Other Organizations-Reports

- *Winnetka Village*- Trustee Johnson reported that the Village is working with Crow Island to exchange storm water retention for zoning leniency. He also reported that Trustee Wagner is moving to Florida.
- *Northfield Village*- Trustee Shoup reported that there will be a vote to prohibit the sale of cannabis for adult use.

IX. Unfinished Business

- *Report of the Board HR Special Committee*
Trustees Casale MacNally and Vandergrift provided the following recommendations:
 - Interim Director:
 - Consult with the Management Advisory Special Committee of the Board before any hiring or termination decisions are made
 - New Director:
 - Develop a value statement that describes the values and traits necessary to be successful working for the District
 - Reassess the HR function and reporting structure within the District
 - Conduct a study to benchmark library salaries
 - Assess how to garner candid feedback from the employee engagement surveys
 - Conduct a study to benchmark library personnel turnover
 - Board of Trustees:
 - Provide a semi-annual written performance assessment of the Library Director
 - Reinstate the review of all exit interviews
 - Attend all employee appreciation events
 - Reinstate morale boosting activities and employee recognition throughout the year
 - Ensure more frequent interaction between trustees and staff
- *Vote to Dissolve the Board HR Special Committee*
A MOTION was made by Trustee Shoup to Dissolve the Board HR Special Committee and seconded by Trustee Anwar.

The MOTION passed on a voice vote.

X. New Business

- *Discussion and vote on Phone Contract Proposal*
A MOTION was made by Trustee Johnson to Approve the Phone Contract Proposal and seconded by Trustee Gosselin.

ROLL CALL VOTE

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

NAYS: 0

ABSENT:

MOTION CARRIED

- *Discussion and vote to create a Board 'Director Search Special Committee'*
A MOTION was made by Trustee Anwar to Create a Board 'Director Search Special Committee' comprised of Trustees Gosselin and Vandergrift and seconded by Trustee Casale MacNally.

The MOTION passed on a voice vote.

- *Discussion and vote to create a Board 'Management Advisory Special Committee'*
A MOTION was made by Trustee Johnson to Create a Board 'Management Advisory Special Committee' comprised of Trustees Anwar and Casale MacNally and seconded by Trustee Shoup.

The MOTION passed on a voice vote.

XI. Communications

- *The District employee appreciation event will be held on January 31, 2020*

XII. Public Comments

Northfield resident Chuck Hirsch commented on the phone contract proposal.

Winnetka resident Jeffrey Liss asked about the District employee appreciation event.

Wilmette resident Kathy Hargrave thanked the Board for their decision and asked that the trustees be mindful of District staff in their search for the next Director.

Northfield resident Denise Gibson commented on the success of the Super Smash Brothers program.

Winnetka resident Peggy Martay commended Studio Associate Jimmy Gonzalez-Vicker for his work in the Studio.

Winnetka resident Robert Leonard commented on the report from the Board HR Special Committee.

Northfield resident Patti Morrell commended Interim Director Compton-Dzak for taking the position and thanked the Board HR Special Committee for their work.

XIII. Adjourn to Closed Session

A MOTION was made by Trustee Anwar 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 Shoup.

The MOTION passed on a voice vote and President Ruiz-Funes adjourned to a Closed Session at 8:01 p.m.

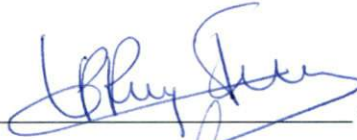
XIV. Return to Open Session

XV. Adjournment


There being no further business to come before the Board, President Ruiz-Funes adjourned the meeting at 9:10 p.m.

Respectfully submitted,

Nicola White
Recording Secretary



Jean-Paul Ruiz-Funes, President



Suzanne Shoup, Secretary