

**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
MINUTES OF A STUDY SESSION
OF THE BOARD OF TRUSTEES**

May 6, 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, Brian Johnson, Travis Gosselin, Raheela Anwar, Katherine Casale MacNally and Deborah Vandergrift; and Interim Library Director Emily Compton-Dzak.

Absent:

Present were library employees; Nicola White (Administrative Assistant) and Mark Swenson (Head of Information Technology). Present were Winnetka residents Jeffrey Liss and Joan Esposito.

III. Public Comments

No public comments.

IV. Presentation and Discussion of District Update, Including Progress on Reopening Plans by Interim Director Compton-Dzak

Interim Director Compton-Dzak reported:

- Collection Services Acquisitions Associate Stephanie Girardi donated 30 homemade masks to the Village of Northfield.
- Construction has begun on the patio project at the Winnetka Library.
- The District has a lineup of virtual summer programs, including summer reading.
- The Facilities team is preparing the building for reopening by deep cleaning, increasing the airflow in the HVAC system, and planning for social distancing practices amongst staff and patrons.

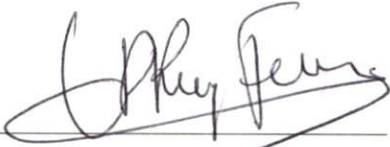
The Board discussed reopening plans, operating under the following guiding principles:

- The safety of District staff and community members is of the utmost importance.
- The District will reopen in phases, starting with curbside pickup.
- The District will comply with executive orders from the State of Illinois.
- The District will solicit advice and guidance from a certified Human Resources professional on decisions regarding how and when staff will work on and offsite.
- The District will follow guidelines and recommendations from RAILS and CCS.
 - RAILS has not started delivery yet; they are waiting on results to determine how long the virus can live on materials.
 - CCS Governing Board is meeting virtually on May 20, 2020 to make decisions about coordinating reopening efforts across all libraries.
- The District will coordinate curbside reopening efforts with local village officials and will have plans cleared by the Winnetka and Northfield police departments.


- V. **Discussion of Director Search Process**
Trustee Gosselin gave an update on the director search process.
- VI. **Discussion of the Winnetka Caucus Annual Survey**
The Board discussed the next steps for the Winnetka Caucus annual survey.
- VII. **Discussion of Budget Progress for Fiscal Year 2020-2021**
The Board discussed the budget progress for fiscal year 2020-2021.
- VIII. **Public Comments**
Winnetka resident Joan Esposito commented on the director search process.
- IX. **Adjournment**
There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Vandergrift and seconded by Trustee Johnson. The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 8:05 p.m.

Respectfully submitted,

Nicola White
Recording Secretary



Jean-Paul Ruiz-Funes, President



Suzanne Shoup, Secretary