

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

May 18, 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, Brian Johnson, Travis Gosselin, Katherine Casale MacNally and Deborah Vandergrift; and Interim Library Director Emily Compton-Dzak.

Absent: Trustee Raheela Anwar

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

**III. Public Comments**

President Ruiz-Funes read a comment from Northfield resident Carol Ritchell. Ms. Ritchell thanked the Board for their research regarding reopening the District. She also expressed concern with the District's human resources firm and the minutes of previous meetings.

Northfield resident Andy Katlin commented on the director search process.

Northbrook resident Susan Kelly commented on the District's digital collections and the director search process.

**IV. Vote to Approve Consent Agenda**

- Minutes of the April 20, 2020 Regular Meeting
- Minutes of the May 6, 2020 Study Session

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

The MOTION passed on a voice vote.

**V. Financial Report**

Interim Director Compton-Dzak presented the April 2020 Financial Statements.

A MOTION was made by Trustee Vandergrift to approve the April 2020 Financial Statements and seconded by Trustee Casale MacNally.

The MOTION passed on a voice vote.

## VI. **Library Report**

### LIBRARY DIRECTOR'S REPORT:

Interim Director Compton-Dzak reported:

- Youth Collection Development Librarian Kate Fuentes did a remarkable job transitioning the youth digital collections by bulking up ordering and cleaning up the look of our CloudLibrary and Overdrive pages.
- The District issued 56 temporary library cards in April, totaling 123 since the closure.
- Virtual branch circulation is up by 75% with the biggest increase in TV and movie platforms.
- Summer Reading will be virtual; the District is collaborating with the Book Stall to provide electronic gift cards as finishing prizes. All other grand prizes will benefit local businesses.
- Staff are experimenting with various outreach projects to engage with the community. Youth Services staff have reached out to local school partners to offer virtual visits and filmed book talks.
- Programming Librarian Steve Kline is working with the fire department to 3D print ear-savers.
- Staff at all levels are continuing with professional development training.
- The District is in the final editing stages of *The Source*, which will be hitting homes on May 23, 2020.
- The District has added two new guiding principles to the reopening plan:
  - The District will communicate reopening phase plans via multiple channels, including the library website and email updates.
  - Considering increased awareness and usage of the District's digital resources, the District will continue to monitor and respond to digital resource demand through reopening and beyond.
- The first phase of reopening is curbside service, which will begin June 1, 2020.

### BOARD PRESIDENT'S REPORT:

President Ruiz-Funes reported:

- The District has done an excellent job reacting and adapting to the new environment by prioritizing the safety of patrons and staff and expanding the digital collection.
- Total circulation in April is only 20% of the total circulation for a typical month. He stated that the District needs a better understanding of this circulation data and how we compare to other libraries.
- The District should gain a better understanding of patrons' expectations and concerns going forward, and how they plan to use the library once the buildings reopen.

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

- *Winnetka Village*- Trustee Johnson stated that there was nothing new to report.
- *Northfield Village*- Trustee Shoup reported that there will be a Northfield Village meeting on May 19, 2020.

**VIII. Unfinished Business**

- *Discussion of library reopening plans, beginning with curbside service*  
Interim Director Compton-Dzak reported:
  - Curbside service is the first phase of reopening the Library District.
  - Curbside service will be available by appointment daily between 1 p.m. and 5 p.m.
  - The number of staff in the building will be very limited; staff will be using pod scheduling, wearing masks and gloves, and practicing strict social distancing.
  - The Facilities team has deep cleaned and increased airflow.
- *Discussion of Working Budget Draft for Fiscal Year 2020-2021*  
Interim Director Compton-Dzak gave an update on the working budget draft for fiscal year 2020-2021. The Board discussed the budget.

**IX. New Business**

- *Presentation and Discussion of Director Search Process by Bradbury Miller Associates*  
Jobeth Bradbury presented the director search process, and the Board discussed the details of the process.

**X. Communications**

- *The District remains closed to the public due to the COVID-19 pandemic.*
- *Contactless pickup, or “curbside service” is scheduled to begin on June 1, 2020.*

**XI. Public Comments**

No public comments.

**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 Gosselin. The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 9:11 p.m.

Respectfully submitted,

Nicola White  
Recording Secretary

  
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Jean-Paul Ruiz-Funes, President

  
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Suzanne Shoup, Secretary