

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

July 8, 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 Ruiz-Funes, and Trustees Suzie Shoup, Deborah Vandergrift, Travis Gosselin, Raheela Anwar and Kathleen Reichert; and Library Director Rebecca Wolf.  
Absent:

Present were library employees; Nicola White (Administrative Assistant), Sarah Quish (Head of Communications & Marketing), Stephanie Girardi (Collection Services Acquisitions Associate) and Sydney Clark (Library Associate). Present was Product Architecture + Design member Dan Pohrte. Present were Northfield residents; Jeanne Dechovitz, Janet Lagouranis, Jonathan Don, Pat Dietz, Liz Harvey, Amy Richmond, Sue Klock, Lois Neustadt, Yiyi Xu, Myra Xu, Milly, Olivia Cases, Peter, Sue Kelly and Bill Kelly. Present was Wilmette resident Joan Scaccia.

**III. Public Comments**

Northfield residents Amy Richmond, Liz Harvey, Jeanne Dechovitz, Lois Neustadt, Janet Layouranis, Sue Klock, Pat Dietz, Olivia Cases, Sue Kelly, Myra Xu, Milly, Jonathan Don, Yiyi Xu and Wilmette resident Joan Scaccia expressed their concerns regarding the Northfield Branch Library. President Ruiz-Funes thanked those who gave comments and stated that the Board would take their feedback under serious consideration.

**IV. Oath of Office for Incoming Trustee Brian Johnson**

Director Wolf swore in incoming trustee, Brian Johnson.

**V. Presentation and Discussion with Product Architecture + Design**

Dan Pohrte from Product Architecture + Design presented a draft of the revised plans and discussed costs for the Northfield Branch Library renovation.

**VI. Public Comments**

President Ruiz-Funes allowed for public comments after viewing the updated Northfield Branch renovation plans.

Northfield residents Sue Kelly, Peter, Amy Richmond, Sue Klock, and Yiyi Xu provided input and suggestions regarding the renovation plans. President Ruiz-Funes thanked those who gave comments for their feedback.

**VII. Vote to Approve Minutes of June 17, 2019 Regular Meeting**

A MOTION was made by Trustee Vandergrift to approve the June 17, 2019 Regular Board Meeting Minutes and seconded by Trustee Reichert.

The MOTION passed on a voice vote.

## **VIII. Library Report**

President Ruiz-Funes reported:

- The Independence Day Parade was an enjoyable event. He commended staff on a job well done.
- The results of the 2019 Winnetka Caucus survey were favorable to the Library. 90% of respondents have used the Library in the last year, however, not all respondents were aware of the digital and Studio offerings. President Ruiz-Funes stated that these results demonstrate the District's achievements but also highlight opportunities for improvement.

Director Wolf reported:

- There will be no financial report this meeting due to the transition to Lauterbach & Amen accounting services; however, there will be two sets of financials to review at the next meeting.
- A separate group from Lauterbach & Amen is starting field work for the 2018-2019 financial audit.
- Amanda Garrity has accepted the position of Head of Youth Services after serving as Programming Librarian II and Interim Head of Youth Services.
- The Board will review the results from both the Library District survey and the Winnetka Caucus survey during the August meeting.
- There are currently over 1,400 patrons registered for Summer Reading.
- Program attendance, study room usage, and total circulation is up for the year.
- The District will be participating in outreach events such as the Northfield Market & Music and the Children's Concert in the Park.
- The Board will be attending an informal meeting of the Northfield Village trustees on August 20, 2019 to discuss upcoming Library events and the new renovation plan.
- The District is investigating loss ratios as a result of the inventory process.

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

- *Winnetka Village*- Trustee Reichert stated that there is nothing new to report on the Winnetka Village.
- *Northfield Village*- Trustee Shoup reported that Northfield has an opportunity to create a bike path, and the Village will vote next week to determine which strip of land the path will be assigned to.

## **X. Unfinished Business**

- *Review Draft of Budget and Appropriation Ordinance for Fiscal Year 2019-2020*  
The Board reviewed the updated draft of the Budget and Appropriation Ordinance for Fiscal Year 2019-2020.

## **XI. New Business**

- *Discussion and Vote on Ordinance Adopting Building and Maintenance Tax (.02% special tax) for Fiscal Year 2019-2020*  
A MOTION was made by Trustee Reichert to approve the Ordinance Adopting the Building and Maintenance Tax (.02% special tax) Ordinance for Fiscal Year 2019-2020 and seconded by Trustee Anwar.

ROLL CALL VOTE

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

NAYS:

ABSENT:

MOTION CARRIED

- *Review of Certified Estimate of Revenue by Source for Fiscal Year 2018-2019*  
The Board reviewed the Certified Estimate of Revenue by Source for Fiscal Year 2018-2019.
- *Discussion and Vote on Resolution to Determine an Estimate of Funds Needed for Fiscal Year 2019-2020*  
A MOTION was made by Trustee Shoup to approve the Resolution to Determine an Estimate of Funds Needed for Fiscal Year 2019-2020 and seconded by Trustee Gosselin.

ROLL CALL VOTE

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

NAYS:

ABSENT:

MOTION CARRIED

- *Discussion and assignment of two trustees to conduct annual Board Secretary's Review of Records for Fiscal Year 2018-2019*  
Trustees Johnson and Anwar volunteered to conduct the annual Board Secretary's Review of Records for Fiscal Year 2018-2019.

**XII. Adjourn to Closed Session**

A MOTION was made by Trustee Reichert 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 per 5 ILCS 120/2(c)(3): To consider the selection of a person to fill public office (the announced vacancy on the Library District Board of Trustees) when the public body is given power to appoint under law or ordinance (75 ILCS 16/30-25(b)), and seconded by Trustee Shoup.

The MOTION passed on a voice vote and President Ruiz-Funes adjourned to a Closed Session at 8:37 p.m.

**XIII. Return to Open Session**

The meeting returned to open session at 9:54 p.m.

- XIV. Vote to Approve Accept a Trustee Resignation and Declare a Vacancy**  
A MOTION was made by Trustee Anwar to Approve Accepting the Resignation of Trustee Reichert and Declaring a Vacancy and seconded by Trustee Gosselin.

The MOTION passed on a voice vote.

- XV. Vote to Approve Separation Agreement**  
A MOTION was made by Trustee Gosselin to approve the Separation Agreement Between Kristin Carlson and the Winnetka-Northfield Public Library District and seconded by Trustee Vandergrift.

ROLL CALL VOTE

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

NAYS:0

ABSENT: 0

MOTION CARRIED

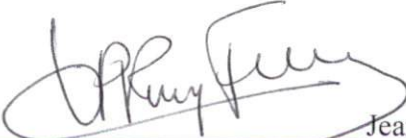
- XVI. Communications**  
No communications.

- XVII. Public Comments**  
No public comments.

- XVIII. Adjournment**  
There being no further business to come before the Board, President Ruiz-Funes adjourned the meeting at 9:55 p.m.

Respectfully submitted,

Nicola White  
Recording Secretary

  
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Jean-Paul Ruiz-Funes, President

  
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Suzanne Shoup, Secretary