

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

August 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 1:01 p.m. A quorum was present.

**II. Roll Call**

Present: President Jean-Paul Ruiz-Funes, and Trustees Suzie Shoup, Travis Gosselin, Brian Johnson, Raheela Anwar, Katherine Casale MacNally and Deborah Vandergrift; and Interim Library Director Sarah Quish.

Absent:

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

**III. Public Comments**

Winnetka resident Jeffrey Liss commented on the director search.

**IV. Vote to Approve Minutes of the July 20, 2020 Regular Meeting**

President Ruiz-Funes received an email from a patron requesting an amendment to the Public Comments section of the July 20, 2020 Regular Meeting minutes.

The July 20, 2020 Regular Meeting minutes will be reviewed for amendments before approval at the September 21, 2020 Board Meeting.

**V. Financial Report**

Interim Director Quish presented the Preliminary July 2020 Financial Statements.

**VI. Library Report**

LIBRARY DIRECTOR'S REPORT:

Interim Director Quish reported:

- Total circulation is down 49% compared to July 2019.
- Virtual circulation is doing well; up 88% compared to July 2019.
- The District consulted with the Friends of the Library and decided the One Book Two Villages program will be held virtually on September 10, 2020 and will be free to all patrons.
- Youth Services staff are making a more robust youth website, as well as “quick pick bags” for patrons to grab in order to minimize their time spent in the building.
- The next Source will be hitting homes August 29, 2020.
- The District conducted a staff survey; there was good participation, and the management team gained useful information that the District will use going forward as the Northfield Branch Library reopens.

## BOARD PRESIDENT'S REPORT:

President Ruiz-Funes reported:

- The trustees' thoughts are with those directly affected by COVID-19 and they wish to thank the first responders and essential workers for their efforts.
- President Ruiz-Funes thanked District staff for their efforts and the safety measures being taken, Sarah Quish for her work as Interim Library Director, Trustees Gosselin and Vandergrift for their work on the director search, and Trustees MacNally and Anwar for providing advisory to the Interim Director.

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

- *Winnetka Village-* Trustee Johnson reported that the Winnetka Park District is doing a great job of hosting safe outdoor events, such as outdoor yoga. He also reported that the Guanajuato restaurant is moving locations, the Village approved loosening restrictions on display cases, and District 36 will be going back to school on a hybrid basis.
- *Northfield Village-* Trustee Shoup reported that the Village of Northfield will be holding their monthly meeting tonight. She also reported that Joan Frasier, the President of the Village of Northfield, is pushing for the Northfield Branch Library to reopen after receiving feedback from patrons.

### **VIII. Unfinished Business**

- *Update on library director search*  
Trustee Gosselin reported that the trustees will be interviewing the three final candidates today and the Board hopes to extend an offer shortly thereafter.
- *Update on library reopening plans*  
Interim Director Quish reported that a staff committee met virtually and decided to transfer the collection, open the book drop, and begin curbside service at the Northfield Branch Library at the same time. The facilities team is preparing the building and the District is currently working out the schedule and moving as quickly as possible to reopen the Northfield Branch Library.
- *Patio project update*  
Interim Director Quish reported that Lakota Group decided to use the original concrete pavers that the project was contracted for, and that the patio should be open by Labor Day.

### **IX. New Business**

- *Discussion and Vote on District closure dates for Fiscal Year 2020-2021*  
A MOTION was made by Trustee Vandergrift to Approve the District Closure Dates for Fiscal Year 2020-2021 and seconded by Trustee Casale MacNally.

The MOTION passed on a voice vote.

- *Discussion and Vote on Annual Ordinance Authorizing Non-Resident Cards*  
A MOTION was made by Trustee Johnson to Approve the Annual Ordinance Authorizing Non-Resident Cards and seconded by Trustee Shoup.

The MOTION passed on a voice vote.

- *Discussion and Vote on District Printer/Copier Lease Agreement*  
A MOTION was made by Trustee Gosselin to Approve the District Printer/Copier Lease Agreement and seconded by Trustee Vandergrift.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: 0

MOTION CARRIED

- *Discussion and Vote on Auditor Engagement*  
A MOTION was made by Trustee Anwar to Approve the Engagement of McClure, Inserra & Company, Chartered as the District's auditors and seconded by Trustee Casale MacNally.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: 0

MOTION CARRIED

- *Discussion and Vote on Ordinance Adopting Building and Maintenance Tax (.02% special tax) for Fiscal Year 2020-2021*  
A MOTION was made by Trustee Vandergrift to Approve the Ordinance Adopting Building and Maintenance Tax (.02% special tax) for Fiscal Year 2020-2021 and seconded by Trustee Shoup.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: 0

MOTION CARRIED

- *Review Draft of Budget and Appropriation Ordinance for Fiscal Year 2020-2021*  
Interim Director Quish presented the draft of the Budget and Appropriation Ordinance for Fiscal Year 2020-2021.

## **X. Communications**

- *The next meeting will be held on Monday, September 21 at 7 p.m. and will begin with a special hearing for the approval of the Budget and Appropriation Ordinance for Fiscal Year 2020-2021.*

**XI. Public Comments**  
No public comments.

**XII. Adjourn to Closed Session**

- *Closed Session*

5 ILCS 120/2(c)(1): To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library district.

A MOTION to adjourn to Closed Session was made by Trustee Johnson and seconded by Trustee Vandergrift. The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting to Closed Session at 1:53 p.m.

**XIII. Return to Open Session**

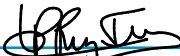
**XIV. Adjournment**

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Shoup and seconded by Trustee Vandergrift.

President Ruiz-Funes adjourned the meeting at 7:28 p.m.

Respectfully submitted,

Nicola White  
Recording Secretary

  
JP Ruiz-Funes (Oct 21, 2020 21:00 CDT)

Jean-Paul Ruiz-Funes, President

  
Suzanne Shoup (Oct 20, 2020 19:37 CDT)

Suzanne Shoup, Secretary