

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

September 16, 2019

**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 7:08 p.m. A quorum was present.

**II. Roll Call**

Present: President Jean-Paul Ruiz-Funes, and Trustees Suzie Shoup, Travis Gosselin, and Deborah Vandergrift; and Library Director Rebecca Wolf.

Absent: Trustees Raheela Anwar and Brian Johnson

Present were library employees; Nicola White (Administrative Assistant), Emily Compton-Dzak (Assistant Director and Head of Adult Services), Sarah Quish (Head of Communications & Marketing) Stephanie Girardi (Collection Services Acquisitions Associate) and Sydney Clark (Library Associate). Present was Winnetka resident Jeffrey Liss. Present were Northfield residents Janet Lagouranis, Jeanne Dechovitz, Beth Schneider, Pat Doherty, Jeanne Doherty, Chaya Rubenstein, Carol Ritchell, Amy Richmond, Nancy Seabury, Ronda Franks, Annie Peterson, Sue Kelly, Patricia Andrew, Maureen Gallagher, Marcie Patterson and Maureen Mohling. Present was Wilmette resident Joan Scaccia. Present was Nancy Fox from the League of Women Voters. Present was Brian O'Mahoney from the Chicago Tribune. Present was Neil Milbert from 22<sup>nd</sup> Century Media.

**III. Vote to Adopt a Resolution to Declare a Vacancy and Appoint a New Library Trustee**

A MOTION was made by Trustee Gosselin to Adopt a Resolution to Declare a Vacancy and Appoint a New Library Trustee and seconded by Trustee Shoup.

ROLL CALL VOTE

AYES: Trustees Ruiz-Funes, Shoup, Gosselin, Vandergrift

NAYS: 0

ABSENT: Trustees Anwar and Johnson

MOTION CARRIED

**IV. Oath of Office**

Director Wolf swore in incoming trustee Katherine Casale MacNally.

**V. Public Comments**

Northfield residents Sue Kelly, Patricia Andrew, Maureen Gallagher, Marcie Patterson, Carol Ritchell, Pat Doherty, Jeanne Dechovitz, Amy Richmond, Maureen Mohling, and Winnetka resident Jeffrey Liss gave comments regarding the Winnetka-Northfield Public Library District. President Ruiz-Funes thanked those who gave comments for their feedback.

**VI. Vote to Approve Consent Agenda**

- Vote to Approve Minutes of August 19, 2019 Regular Meeting
- Vote to Approve Minutes of September 4, 2019 Study Session

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

The MOTION passed on a voice vote; Trustee Casale MacNally abstained.

**VII. Financial Report**

- Director Wolf presented the June 2019 Financial Statements.  
A MOTION was made by Trustee Vandergrift to approve the June 2019 Financial Statements and seconded by Trustee Shoup.

The MOTION passed on a voice vote.

- Director Wolf presented the August 2019 Financial Statements.  
A MOTION was made by Trustee Vandergrift to approve the August 2019 Financial Statements and seconded by Trustee Shoup.

The MOTION passed on a voice vote.

**VIII. Library Report**

**BOARD PRESIDENT'S REPORT:**

President Ruiz-Funes reported:

- The trustees and library management are continuing to listen and gather data on the issues that have been raised pertaining to the Northfield Branch Library.
- With the support of the trustees, the District has put the Northfield Branch renovation plans on hold indefinitely.
- The District's priority is to build a trust-based relationship between the staff and the community.
- There have been two closed board sessions on HR and personnel issues, and there will be a third closed session tonight.
- The District has a high level of patron satisfaction, solid financial management, and circulation and visitorship are increasing.
- Having two separate library locations is an asset that enables the District to increase reach and operate more efficiently.

**LIBRARY DIRECTOR'S REPORT:**

Director Wolf reported:

- Circulation is slightly down for the month, but there is a rise in virtual circulation.
- The Collection Development Librarians will be presenting their collection plan to all staff.
- Summer Reading went very well; the District read 12,850 hours collectively, which equals one and a half years of reading!
- The Strategic Planning Committee will be meeting again to discuss next steps.

- Virtual Services Coordinator Michael Cianfrani is working on creating an app for the District.

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

- *Winnetka Village*- There was nothing new to report on the Winnetka Village.
- *Northfield Village*- Trustee Shoup presented on how the District operates by pooling resources from Winnetka and Northfield.

**X. Unfinished Business**

- *Presentation of the Plan to Address Community Concerns in Northfield*  
Director Wolf presented the plan to address community concerns in Northfield. She noted that the plan focused on three main areas:
  - The unique character and culture of the Northfield Branch
  - The Northfield Branch renovation
  - The overall personnel issues and the impact on patron service

Director Wolf noted the three main objectives of the plan:

- Establish community dialogue, augment community engagement and expand community outreach
- Defer the Northfield Branch renovation and refine plans in response to community dialogue and concerns
- Conduct a more robust internal dialogue about District culture, practices, and staffing

- *Review of the Summary of Strategic Plan Survey Results and Next Steps*  
President Ruiz-Funes postponed the Summary of Strategic Plan Survey Results and Next Steps until the October meeting.

**XI. New Business**

- *Discussion and Vote to Approve Backflow Valve Replacement*  
A MOTION was made by Trustee Shoup to Approve Backflow Valve Replacement and seconded by Trustee Vandergrift.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: Trustees Anwar and Johnson

MOTION CARRIED

- *Discussion and Vote to Approve Patio Project Bid*  
Kevin Clark from Lakota Group presented the patio project bid from Landworks Ltd.

A MOTION was made by Trustee Vandergrift to Approve the Patio Project Base Bid of \$221,291.00 and Alternate #2: Irrigation, Alternate #4: Coping Lighting, while waiting for a second bid before voting on Alternate #5: Heated Paving, and seconded by Trustee Gosselin.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: Trustees Anwar and Johnson

MOTION CARRIED

**XII. Communications**

- *One Book Two Villages Event is September 26, 2019*

**XIII. Public Comments**

Carol Ritchell made a comment regarding the Northfield Branch Library. Director Wolf thanked Ms. Ritchell for her feedback.

**XIV. Adjourn to Closed Session**

A MOTION was made by Trustee Gosselin 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 Vandergrift.

The MOTION passed on a voice vote and President Ruiz-Funes adjourned to a Closed Session at 9:16 p.m.


**XV. Return to Open Session**

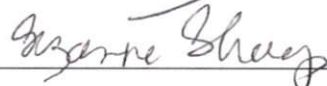
**XVI. Adjournment**

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Gosselin and seconded by Trustee Vandergrift. The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 9:16 p.m.

Respectfully submitted,

Nicola White  
Recording Secretary

  
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Jean-Paul Ruiz-Funes, President

  
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Suzanne Shoup, Secretary