

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

September 21, 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 7:08 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 Northfield resident Sue Kelly.

**III. Public Comments**

Northfield resident Sue Kelly commented on reopening the Studio.

**IV. Vote to Approve Minutes**

- Approve Minutes of the July 20, 2020 Regular Meeting
- Approve Minutes of the August 18, 2020 Regular Meeting

A MOTION was made by Trustee Shoup to approve the Minutes of the July 20, 2020 Regular Meeting and seconded by Trustee Casale MacNally.

The MOTION passed on a voice vote.

A MOTION was made by Trustee Casale MacNally to approve the Minutes of the August 18, 2020 Regular Meeting and seconded by Trustee Gosselin.

The MOTION passed on a voice vote.

**V. Financial Report**

Interim Director Quish presented the July 2020 Financial Statements.

A MOTION was made by Trustee Vandergrift to approve the July 2020 Financial Statements and seconded by Trustee Shoup.

The MOTION passed on a voice vote.

Interim Director Quish presented the August 2020 Financial Statements.

A MOTION was made by Trustee Vandergrift to approve the August 2020 Financial Statements and seconded by Trustee Johnson.

The MOTION passed on a voice vote.

## **VI. Library Report**

### **LIBRARY DIRECTOR'S REPORT:**

Interim Director Quish reported:

- Total Circulation is down 53.78% compared to last year; this is in line with the people counter data which is also down 48.85%.
- Virtual Branch Circulation is up 71.81% compared to last year; there was a slight dip this month, but that could be due to the slight increase in physical checkouts.
- E-magazine checkouts had a boost this month due to the addition of PressReader.
- The District returned to regular loan periods to speed up the circulation of materials.
- Fines will now be assessed for late returns, with a grace period for the time materials are quarantined.
- Curbside service at the Northfield Branch Library is going very well; staff have worked hard to move the collection and prepare the building.
- The District is exploring how to reopen the Studio safely and effectively.
- The new District app currently has 171 users.
- Staff are working to keep the community engaged in programming, especially now that there is Zoom fatigue for those who work from home or are participating in e-learning.
- District families have asked to adjust operating hours; the District will now open one hour earlier at 10 a.m. on weekdays.
- The street number has been added outside of the Winnetka Library patio, and the sign should be installed soon.
- OBTV went very well; there were 75 attendees.
- The District has engaged Jackie Throop as the new HR representative from HR Source.

### **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.
- Monica Dombrowski has been selected as the new Library Director; she will be starting on October 19, 2020 and will be present at the virtual Board Meeting that evening.
- Trustee Ruiz-Funes thanked all of the trustees for their efforts throughout the director search.
- Trustee Ruiz-Funes thanked the management team and staff for their work to reopen the Northfield Branch Library for curbside service.
- The safety of all patrons and staff remains the Board's top priority.

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

- *Winnetka Village*- Trustee Johnson reported that the Winnetka Village enacted a sales tax relief program for local businesses and that they are launching a 'Distinctly Winnetka' text loyalty program. He also reported that the village

received money from Cook County for COVID-19 relief, and that Little Ricky's and Café Aroma's leases were not renewed.

- *Northfield Village-* Trustee Shoup reported that she met with Northfield Village President Joan Frazier. She reported that plans for Halloween have not been decided in Northfield or Winnetka, that the Village-Wide Clean Up Day was postponed but is rescheduled for October 3, 2020, and that there is a continued discussion on the Skokie Valley Trail.

**VIII. Unfinished Business**

**IX. New Business**

- *Discussion and Vote on the Certified Estimate of Revenue by Source*  
A MOTION was made by Trustee Casale MacNally to approve the Certified Estimate of Revenue by Source 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 the Approval of the Hiring of a New Director*  
A MOTION was made by Trustee Vandergrift to approve the Hiring of a New Director and seconded by Trustee Anwar.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: 0

MOTION CARRIED

- *Discussion on October Board Meeting*  
President Ruiz-Funes asked the Board if they would be interested in holding the October Board Meeting in-person if it could be done safely. The trustees all agreed that it is premature and would not be worth the risk, and therefore decided that the October meeting should remain virtual.

**X. Communications**

- *This month is Library Card Sign-Up Month, spread the word to District friends and neighbors.*

**XI. Public Comments**

No public comments.

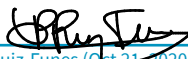
**XII. Adjournment**

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

President Ruiz-Funes adjourned the meeting at 8:08 p.m.

Respectfully submitted,

Nicola White  
Recording Secretary

  
JP Ruiz-Funes (Oct 21, 2020 20:59 CDT)

Jean-Paul Ruiz-Funes, President

  
Suzanne Shoup (Oct 20, 2020 19:38 CDT)

Suzanne Shoup, Secretary