

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

December 14, 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 Travis Gosselin, Brian Johnson, Sarah Munoz, Katherine Casale MacNally and Deborah Vandergrift; and Library Director Monica Dombrowski.

Absent: Trustee Raheela Anwar

Present were library employees; Nicola White (Administrative Assistant) and Mark Swenson (Information Technology Manager). Present was Winnetka resident Jeffrey Liss. Present was Northfield resident Sue Kelly.

III. Public Comments

No public comments.

IV. Vote to Approve Minutes

- Vote to Approve Minutes of October 19, 2020 Regular Meeting
- Vote to Approve Minutes of November 5, 2020 Special Meeting
- Vote to Approve Minutes of November 16, 2020 Regular Meeting

A MOTION was made by Trustee Casale MacNally to approve the Minutes of the October 19, 2020 Regular Meeting and seconded by Trustee Vandergrift.

The MOTION passed on a voice vote.

A MOTION was made by Trustee Casale MacNally to approve the Minutes of the November 5, 2020 Special Meeting and seconded by Trustee Vandergrift.

The MOTION passed on a voice vote.

A MOTION was made by Trustee Casale MacNally to approve the Minutes of the November 16, 2020 Regular Meeting and seconded by Trustee Vandergrift.

The MOTION passed on a voice vote.

V. Financial Report

Director Dombrowski presented the November 2020 Financial Statements.

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

The MOTION passed on a voice vote.

VI. Library Report

LIBRARY DIRECTOR'S REPORT:

Director Dombrowski reported:

- Assistant Director and Adult Services Manager Emily Compton-Dzak submitted her resignation notice; she has accepted a director position at the River Forest Public Library
- Visitorship is down 70% due to the pandemic, however, circulation is only down 18% compared to November 2019, and down 32% year-to-date
- Digital circulation is still trending up
- The Studio opened virtually to patrons and has been successful
- District staff are continuing to come up with new ways to provide library services to patrons virtually

BOARD PRESIDENT'S COMMENTS:

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 congratulated Assistant Director and Adult Services Manager Emily Compton-Dzak on her director position at the River Forest Public Library and thanked her for all the work she has done for the District over the years.
- While gathering signatures to support his candidacy for re-election, Trustee Ruiz-Funes estimated that of the 43 signatures he received only 3 or 4 community members were active library users, while only 2 community members knew about the digital library.
 - The numbers suggest that the District has a lot of potential for community outreach.

VII. Liaisons to Other Organizations-Reports

- *Winnetka Village*- Trustee Johnson reported that the Winnetka Village has a subsidy rebate sales tax program and voted to give \$400,000 to local restaurants as a one-time grant for the second round of shutdowns. He also reported that they are moving ahead with the stormwater project and have purchased a new pickup truck for the Fire Department.
- *Northfield Village*- Nothing reported.

VIII. Unfinished Business

- *Discussion on Serving Our Public 4.0 (2021 Per Capita Grant Requirement)*
The Board discussed the *Serving Our Public 4.0 Standards for Illinois Public Libraries Guide*. The management team will be reviewing the guide and using it to conduct a self-assessment each year to ensure the District is meeting each of the checklist goals. The guide will also be posted on the District website and sent to the Winnetka Caucus Library Committee for review.

IX. New Business

- *FY19-20 Audit Results (Chris McClure, McClure, Inserra & Co.)*
Chris McClure presented the FY19-20 Audit Results. The District was given a clean opinion.
- *Chimney Repair Estimate*
Director Dombrowski presented the \$9,345.00 chimney repair quote from Landworks Ltd. The District has a credit balance of \$5,358.00 with Landworks Ltd. from the patio project, so the cost of the repair will total \$3,987.00.
- *Vote to Disband Director Search Committee*
A MOTION to Disband the Director Search Committee was made by Trustee Casale MacNally and seconded by Trustee Vandergrift.

The MOTION passed on a voice vote.

- *Discussion on Management Advisory Committee*
A MOTION to Disband the Management Advisory Committee was made by Trustee Gosselin and seconded by Trustee Vandergrift.

The MOTION passed on a voice vote.

- *Discussion on Process for Reviewing Closed Session Meeting Minutes*
Trustee Casale MacNally suggested having two trustees review the closed session recordings and summary minutes biannually in January and July. Those trustees will then make a recommendation at an open board meeting to keep or destroy the closed session recordings that are 18 months old or older. Closed session summary minutes are retained permanently.

The Board agreed to follow this new process.

- *Discussion and Vote on Board Meeting Dates, January through June 2020*
The Board decided to hold study sessions in March, May and June.

A MOTION to approve the Board Meeting Dates, January through June 2020 was made by Trustee Casale MacNally and seconded by Trustee Munoz.

The MOTION passed on a voice vote.

X. Communications

- *We will be accepting Candidate Packets by appointment for the upcoming April Board of Trustees Election. Appointments are available Monday, December 14 – Monday, December 21 between the hours of 9 a.m. and 6 p.m. Candidates should email the business office (bizoffice@winnetkalibrary.org) to schedule*
- *The next meeting will be held on Monday, January 18 at 7 p.m.*
- *The District will be closed on Christmas Eve (12/24), Christmas Day (12/25), New Year's Eve (12/31) and New Year's Day (1/1)*

XI. Public Comments

Northfield resident Sue Kelly thanked Director Dombrowski for keeping the Studio open virtually, and thanked Studio Specialist Jimmy Gonzalez-Vicker and Adult Services Librarian Nick Mall for their *Mexican Gothic* book discussion.

Winnetka resident Jeffrey Liss commented on the accessibility of the board recordings and board packets on the District website.

XII. Adjournment

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

The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 8:38 p.m.

Respectfully submitted,

Nicola White
Recording Secretary



JP Ruiz-Funes (Feb 3, 2021 17:48 CST)

Jean-Paul Ruiz-Funes, President



Katherine Casale MacNally (Jan 22, 2021 15:24 CST)

Katherine Casale MacNally, Secretary