

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

December 11, 2023

I. Call to Order

The meeting was held at the Northfield Library, 1785 Orchard Ln., Northfield, Illinois. Vice President Shankar called the meeting to order at 7:00 p.m. A quorum was present.

II. Roll Call

Present: In-person Trustees Ranjini Shankar, Travis Gosselin, Sarah Munoz, and Deborah Vandergrift; and Library Director Monica Dombrowski; via Zoom Trustees Matt Kinnich and Thomas Sundell.

Absent: President Melissa Mitchell

Present was library employee Mark Swenson (IT Manager).
Present was ATA Group (Auditors) representative Raj Nagaraja

III. Public Comments

No public comments.

IV. Approval of Minutes

Approve minutes of the November 14, 2023 regular meeting.

Vice President Shankar announced approval of the November 14, 2023 Regular Meetings Minutes.

V. Financial Report

Trustee Munoz presented the November 2023 Financial Statement.

VI. Library Reports

Library Director's Report

Director Dombrowski presented the November 2023 Director's Report, which was included in the December 2023 board packet.

Board President's Report

No report due to President Mitchell's absence.

VII. Liaison Reports

Winnetka Village – Trustee Gosselin had nothing to report. Director Dombrowski stated the new executive director of the Park District will be in place on January 20, 2024.

Northfield Village – Trustee Kinnich reported that the village manager search is ongoing for Northfield.

VIII. Unfinished Business

- *Update on Internet Policy notification on mobile devices*
Mark Swenson demonstrated the appearance of the Internet Policy pop-up on first use of the Library WIFI on mobile devices.
- *Update on the Northfield Library Renovation Project*
Trustee Gosselin and Director Dombrowski provided an update on negotiations with the Village of Northfield, with respect to the library district's attorney, Daniel Marre, providing the revised letter of intent to Northfield village board's attorney, and the quick response from the Village board and, in turn, our reply. While confident we are mutually proceeding amicably there remain questions with respect to potential contractor overage, with the suggestion that the escrow be increased by 30% over contractor estimates.

IX. New Business

- *FY 22-23 Financial Audit*
Mr. Raj Nagaraja presented the auditor's report, with the opinion that the financial statements fairly represented the District's financial position as of June 30, 2023.
- *2023 Review – Standards for Illinois Libraries*
Director Dombrowski presented the 2023 review, noting the respective exceptions and explanations.
- *Feedback on Draft Annual Report*
Director Dombrowski presented the few revisions based on Trustee input to the draft annual report, with the report accepted by the Trustees.

X. Communications

The next regular meeting of the board will be held on Monday, January 15th at 7 p.m. at the Winnetka Library.

Director Dombrowski outlined the new appointment and drop-in schedule for the Studio that will become effective January 2nd, providing for appointments only Monday through Thursday and drop-ins Friday through Sunday, the change the result of the rising volume of Studio users.

XI. Public Comments

No public comments.

XII. Adjournment

There being no further business to come before the Board, a Motion to adjourn to Closed Session was made by Trustee Gosselin.

The Motion passed on voice vote and Vice President Shankar adjourned the meeting at 7:48 p.m.

XIII. Return to Open Session

Returning to Open Session at 8:18 P.M.

XIV. Adjournment

There being no further business to come before the Board, a Motion to adjourn was made by Trustee Gosselin.

The Motion passed on voice vote and Vice President Shankar adjourned the meeting at 8:18 p.m.

Respectfully submitted,

Thomas Sundell
Board Secretary

 Melissa Mitchell, President

 Thomas Sundell, Secretary

