

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

February 19, 2024

I. Call to Order

The meeting was held at the Winnetka Library, 768 Oak St., Winnetka, Illinois. President Mitchell called the meeting to order at 7:01 p.m. A quorum was present.

II. Organizational Meeting of the Board

- A Motion to permit Trustee Kinnich to attend via Zoom was made by Trustee Munoz, the Motion passed on a voice vote.
- *Resolution to Appoint a New Trustee*
A Motion to Approve the Resolution to Appoint a New Trustee was made by Trustee Tegel. The Motion passed on a voice vote.
- Oath of Office
Secretary Sundell administered the oath of office incoming Trustee Laura Freechack.

Trustee Freechack's husband and children witnessed her entry on the board.

III. Roll Call

Present: Trustees Laura Freechack, Matt Kinnich (online), Sarah Munoz, Ranjini Shankar, Thomas Sundell, Sarah Tegel, and Board President Melissa Mitchell; and Library Exec. Director Monica Dombrowski.

Present was library employee Mark Swenson.

IV. Public Comments

Resident Kate Casale MacNally welcomed Trustee Freechack to the board.

V. Approval of Minutes

Approve minutes of the January 22, 2025 regular meeting.

President Mitchell announced approval of the January 22, 2025 Regular Meeting Minutes.

VI. Financial Report

Trustee Munoz presented the December 2024 Financial Statement. For the Kenilworth allocation, we are awaiting the second quarter payment expected this month, which did not occur in the prior months as promised.

VII. Library Reports

Library Director's Report

Exec. Director Dombrowski presented the January 2025 Director's Report, which was included in the board packet for February 19, 2025.

Board President's Report

President Mitchell had nothing to report.

VIII. Liaison Reports

Winnetka Village – Trustee Tegel spoke of the planned music fest, which will have the same footprint as last year. Exec. Director Dombrowski read a letter from the Village of Winnetka regarding the proposed IDOT changes to Green Bay Rd. in the library's vicinity.

Northfield Village – Trustee Kinnich reported the Village of Northfield budgeting of \$100,000 toward the building renovation of the Northfield branch library.

IX. Unfinished Business

- *Update on the Winnetka Library Safety Project*
Exec. Director Dombrowski reported on the bid process and timeline for the safety project construction, as well as speaking of The Studio refresh, where new carpeting and painting has occurred. The expectation is that the safety project contractor selection and costs will be brought before the board for review and approval at the March board meeting.
- *Update on the Northfield Library Renovation Project*
Exec. Director Dombrowski provided an update, stating that four architectural firms' proposals have been received and are under review by the joint Village-Library project committee, with the goal providing committee recommendations to the respective boards at the March meetings.
- *Approval of Minutes of Meetings Lawfully Closed and the Resolution Determining Release of Such Minutes*
Tabled on request of Trustee Sundell, pending the insertion of signed minutes for the May 15, 2023 closed session. The respective resolutions to be addressed at the March board meeting.
- *Discussion & Vote on Security Camera Policy*
Exec. Director Dombrowski presented the policy revisions, based on the prior month's board discussion. On Motion by Trustee Sundell and by voice vote the revised policy was approved.

X. New Business

- *Discussion & Vote on Revised Circulation Policy*
Exec. Director Dombrowski presented the revised policy, which raised questions among the board members to be researched and answered at or before the next

board meeting. On Motion by Trustee Shankar and by voice vote the revised policy was approved.

- *Discussion on Board Officer Succession Plan*

President Mitchell asked those board members continuing their terms past May to consider the two officer positions, President and Secretary, which will open at the end of President Mitchell and Secretary Sundell's terms of office, keeping in mind that there will also be two new members to the board following the election and appointment.

XI. Communications

The next regular meeting of the board will be held on Monday, March 17, at 7 p.m. at the Northfield Library.

XII. Public Comments

No public comment.

XIII. Move to Closed Session

A Motion to move was made by Trustee Munoz to move into closed session pursuant to 5 ILCS 120/2(c)(1) To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library district.

The Motion passed on voice vote and President Mitchell moved the meeting at 8:15 p.m.

XIV. Return to Open Session

Returning to Open Session at 9:19 p.m.

XV. Adjournment

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

The Motion passed on voice vote and President Mitchell adjourned the meeting at 9:20 p.m.

Respectfully submitted,

Thomas Sundell
Board Secretary

 Melissa Mitchell, President
 Thomas Sundell, Secretary

