

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

January 18, 2021

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 and Katherine Casale MacNally; and Library Director Monica Dombrowski.

Absent: Trustees Deborah Vandergrift and Raheela Anwar

Present was library employee Nicola White (Administrative Assistant). Present was Winnetka resident Jeffrey Liss.

III. Public Comments

No public comments.

IV. Vote to Approve Minutes

- Vote to Approve Minutes of the December 14, 2020 Regular Meeting

A MOTION was made by Trustee Casale MacNally to approve the Minutes of the December 14, 2020 Regular Meeting and seconded by Trustee Gosselin.

The MOTION passed on a voice vote.

V. Financial Report

Director Dombrowski presented the December 2020 Financial Statements.

A MOTION was made by Trustee Casale MacNally to approve the December 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:

- The District was closed for the entire month; however, things are going well and there continues to be strong program attendance and WiFi usage, as well as numerous curbside pickup and virtual Studio appointments
- There have been 984 app downloads year-to-date
- There were several impact stories this month; staff have been receiving positive feedback from patrons
- The District is continuing to push the Found4You service
- District staff are looking into virtual browsing and hope to have a pilot by the end of the month
- The District has partnered with Unique Management Services to streamline the library card renewal process for patrons and staff
- Virtual circulation is continuing to do well
 - President Ruiz-Funes recommended the District consider the possibility of the downward trend in physical checkouts continuing post-pandemic
- Director Dombrowski has assisted drafting letters to Doctor Ezike and Cook County, and has reached out to the Village of Winnetka in an attempt to add library staff to the COVID-19 vaccine queue
- Director Dombrowski reported that in her first 90 days she:
 - Conducted one-on-one meetings with each staff member to hear concerns and ideas
 - Addressed concerns regarding the organization structure, scheduling and workload and realigned departments to improve communication and right-size the reporting structure
 - Created formal job descriptions and pay ranges based on industry standards and data from the surrounding area and adjusted salaries accordingly
 - Promoted seven staff members internally and is implementing leadership training for new managers
 - Plans to launch a new professional development plan for all staff
- Director Dombrowski reported that staff seem happier and that she is receiving positive verbal feedback on the direction of the library and the changes that have been implemented
 - The trustees recommended conducting an employee engagement survey right away to have a baseline that can be compared to future surveys

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, as well as all library staff.

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

- *Winnetka Village*- Trustee Johnson reported that the Winnetka Village submitted their tax levy and is going for a decrease. He also reported that New Trier School is currently out for remote exams but will be returning at 50% attendance. Trustee Munoz reported that District 36 will be reopening on January 19 using a hybrid in-person/remote model.
- *Northfield Village*- Nothing reported.

VIII. **Unfinished Business**

Trustee Casale MacNally reminded the trustees of the new process for reviewing closed session minutes. The Board discussed updating the process in the bylaws when they are reviewed later in the year.

- *Vote to Approve Minutes of Meetings Lawfully Closed Under the Open Meetings Act*

A MOTION was made by Trustee Casale MacNally to Approve the Minutes of Meetings Lawfully Closed Under the Open Meetings Act and seconded by Trustee Munoz.

The MOTION passed on a voice vote.

- *Vote to Approve Resolution Determining Release of Closed Session Minutes*
A MOTION was made by Trustee Casale MacNally to Approve the Resolution Determining Release of Closed Session Minutes and seconded by Trustee Johnson.

The MOTION passed on a voice vote.

- *Vote to Approve Resolution Approving Destruction of Closed Session Recordings*

A MOTION was made by Trustee Casale MacNally to Approve the Resolution Approving Destruction of Closed Session Recordings and seconded by Trustee Munoz.

The MOTION passed on a voice vote.

- *Update on Linden Patio Homes Request*
Director Dombrowski reported that Linden Patio Homes will be meeting the second week of February to decide between two proposals:
 - Proposal A: Linden Patio Homes and the Winnetka-Northfield Public Library District will complete the full rooting work that was begun in August and split the cost (the library's portion is not to exceed \$4,000)
 - Proposal B: Linden Patio Homes forgoes completing the full rooting work and the Winnetka-Northfield Public Library District will split the cost of yearly maintenance (the library's portion would be \$450)
- The District's attorney is drafting a letter which will state that if Linden Patio Homes chooses proposal B, the District will not be liable for any additional costs beyond the scheduled yearly maintenance.

IX. New Business

- *Leak in basement at Winnetka Branch*
Director Dombrowski reported that there was water coming into the basement from cracks in the foundation. The facilities team found that the ejector pump needs replacement, and the foundation will be inspected to ensure there are no larger issues.
- *Renovations/Updates for Northfield Branch*
Director Dombrowski reported that the carpet and paint at the Northfield Branch Library need to be addressed. She has begun reviewing previous renovation plans and feedback and hopes to use them as a jumping off point to start revisiting the Northfield Branch renovation project.
 - President Ruiz-Funes mentioned that the trustees are in support of a renovation at the Northfield Branch Library; however, he also suggested the District consider how circulation and visitorship trends post-pandemic might influence renovation plans
 - Director Dombrowski stated that she is in favor of portable shelving and furniture that can be moved to allow for changes in the future

X. Communications

- *All email communication to the Board of Trustees should be sent to the email address: trustees@winnetkalibrary.org.*
- *Update on library's app contest*
 - *269 new users since contest started*
- *The next meeting will be held on Monday, February 15 at 7pm*

XI. Public Comments

Winnetka resident Jeffrey Liss commented on the 2019 Northfield renovation plans.

XII. Adjournment

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

The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 8:17 p.m.

Respectfully submitted,

Nicola White
Recording Secretary



[JP Ruiz-Funes \(Mar 16, 2021 09:41 CDT\)](#)

Jean-Paul Ruiz-Funes, President



[Katherine Casale MacNally \(Mar 16, 2021 07:59 CDT\)](#)

Katherine Casale MacNally, Secretary