

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

February 15, 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 7:03 p.m. A quorum was present.

**II. Roll Call**

Present: President Jean-Paul Ruiz-Funes, and Trustees Travis Gosselin, Brian Johnson, Deborah Vandergrift, Raheela Anwar, Sarah Munoz and Katherine Casale MacNally; and Library Director Monica Dombrowski.

Absent:

Present were library employees Nicola White (Administrative Assistant) and Steve Kline (Digital Services Manager).

**III. Public Comments**

No public comments.

**IV. Vote to Approve Minutes**

- Vote to Approve Minutes of the January 18, 2021 Regular Meeting

A MOTION was made by Trustee Anwar to approve the Minutes of the January 18, 2021 Regular Meeting and seconded by Trustee Casale MacNally.

The MOTION passed on a voice vote.

**V. Financial Report**

Director Dombrowski presented the January 2021 Financial Statements.

A MOTION was made by Trustee Vandergrift to approve the January 2021 Financial Statements and seconded by Trustee Casale MacNally.

The MOTION passed on a voice vote.

## VI. **Library Report**

### LIBRARY DIRECTOR'S REPORT:

Director Dombrowski reported:

- There were several staff work anniversaries this month highlighted in her written report
- Adult Services Librarian Nick Mall was promoted to Adult Services Manager
- Customer Relations Assistants Betsy Griebenow and Stephanie Gonzalez-Diaz and Customer Relations Page Shannon Hahle were all promoted to 25-hour Library Assistant positions within their department
- Branch Services Assistant Sydney Clark was promoted to full-time
- Customer Relations Manager Katie Cangelosi submitted her resignation; Branch Services Supervisor Courtney Volny was promoted to take her place
- Customer Relations Assistant Lisa Bendoff was promoted to Adult Services Librarian
- Virtual program attendance continues to be strong
- Visitorship numbers at both library locations are rebounding strongly
- The District's active app users have more than doubled this month
- The District's email reach was up to 10,080 out of 12,660 cardholders, which indicates a high percentage of cardholders are signed up for emails
- Adult circulation is up 13% from last month, while Youth circulation is up 16%
- District staff worked hard this month to help patrons find vaccination sites
- Director Dombrowski attended the North Suburban ILA Legislators meet-up; they have been lobbying on our behalf to try to get libraries in the vaccine queue

### 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.
- The trustees would like to thank Director Dombrowski and the staff for the great effort that went into reopening both branches of the library.
- President Ruiz-Funes congratulated staff on their promotions, and thanked Director Dombrowski for promoting from within to ensure staff are appreciated, developed, and given greater opportunities while also being budget-conscious.
- President Ruiz-Funes congratulated the District on the upward trend in circulation and app users.

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

- *Winnetka Village*- Trustee Johnson reported that the Village Council is debating what to do with the demolition of landmarks. He also reported that Good Grapes is receiving a license to sell hard liquor, but it cannot take up more than 20% of their shelf space.
- *Northfield Village*- Nothing reported.

**VIII. Unfinished Business**

- *Update on Tree Root Issue with Linden Patio Homes*  
Director Dombrowski reported that Linden Patio Homes has elected not to finish the major tree rooting project. The District’s lawyer has drafted an agreement which states that the library will only split the cost of regular maintenance going forward; we are waiting to hear back.
- *Update on Leak in Basement at Winnetka Branch*  
Director Dombrowski reported that the new ejector pump has been installed; however, when Shales McNutt Construction came to inspect the foundation, they found a separate issue with the drainage system. A plumber will be sent to the facility on February 24, 2021 to inspect all drains for any damage or clogs.
- *Renovations/Refresh for Northfield Branch*  
Director Dombrowski reported that she reviewed the survey that was conducted in 2019 and based on the comments, she does not believe the District should go ahead with a renovation at this time. She suggested repainting the interior and replacing the carpet, and then incorporate any remodeling project into the new strategic plan to fully scope it out and gather further input from the community.

The Board agreed with this plan and discussed looking at the ADA accessibility of both library facilities as part of the new strategic plan as well.

**IX. New Business**

- *Winnetka Building Windows*  
Director Dombrowski reported that one window at the Winnetka Library has shattered, and six more have cracked. She explained that the windows are single pane, which results in significant heat loss and damage to materials over time.

The Board agreed to gather quotes for a full window replacement, and Trustee Johnson recommended looking into green grants because it will be an energy efficiency project.

- *Findings on Serving Our Public 4.0, Chapter 2: Governance & Administration*

Director Dombrowski reported that the management team will be working through the Serving Our Public 4.0 chapters on a month-by-month basis. After reviewing *Chapter 2: Governance & Administration*, the team suggested implementing the following to remain in compliance:

- Library Board reviews library policies on regular basis
- Library develops a formal orientation program for new trustees
- Library has a written succession plan
- Library trustees participate in local, state, regional, and national education and decision-making

President Ruiz-Funes suggested inviting Nancy Sylvester back to the library to hold a program on trustee training that could be open to community members as well.

- *Discussion on Guidelines for Approving Quotes*

Director Dombrowski asked the Board how they would prefer she handle approving quotes for the District.

The Board agreed that if the expense is covered in the budget there is no need to bring it to the trustees' attention. However, larger and more important projects such as a window replacement or hiring a strategic planning consultant should be brought to the Board for approval.

- *Strategic Planning Consultants*

Director Dombrowski presented proposals from two strategic planning consulting firms: Sarah Keister Armstrong and Associates, and Amanda Standerfer from FastForward Libraries.

The Board discussed the proposals and asked Monica to invite the candidate who she believes would be better able to deliver on data analysis to the Board Study Session on March 1, 2021.

**X. Communications**

- *Re-opening update: The District had 1,618 visitors since re-opening*
- *The winner of the library's app contest was Bob Vorwald*
- *The next issue of The Source will hit homes on February 20*
- *The Board Study Session will be held Monday, March 1 at 7pm*
- *The next Board Meeting will be held on Monday, March 15 at 7pm*

**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 Casale MacNally and seconded by Trustee Gosselin.

The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 8:49 p.m.

Respectfully submitted,

Nicola White  
Recording Secretary



JP Ruiz-Funes (Mar 16, 2021 09:42 CDT)

\_\_\_\_\_ Jean-Paul Ruiz-Funes, President



Katherine Casale MacNally (Mar 16, 2021 08:14 CDT)

\_\_\_\_\_ Katherine Casale MacNally, Secretary