

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

February 17, 2020

**I. Call to Order**

The meeting was held at the Winnetka Library, 768 Oak Street Winnetka, Illinois. President Ruiz-Funes called the meeting to order at 7:02 p.m. A quorum was present.

**II. Roll Call**

Present: President Jean-Paul Ruiz-Funes, and Trustees Suzie Shoup, Brian Johnson, Travis Gosselin, Katherine Casale MacNally and Deborah Vandergrift; and Interim Library Director Emily Compton-Dzak.

Absent: Trustee Raheela Anwar

Present were library employees; Nicola White (Administrative Assistant), Sarah Quish (Head of Communications & Marketing), Stephanie Girardi (Collection Services Acquisitions Associate) and Anna Jaich-Westine (Collection Services Clerk). Present was Winnetka resident Jeffrey Liss. Present were Northfield residents Sue Kelly, Carol Ritchell, Patricia Andrew, Lois Neustadt and Denise Gibson. Present were Wilmette residents Kathy Hargrave and Ray Kearney. Present was Northbrook resident Susan Kelly. Present was Todd Marver from the Winnetka Current.

**III. Public Comments**

Northbrook resident Susan Kelly read a statement from Northfield resident Amy Richmond. Ms. Richmond commented on the District's spending and the staffing decisions at the Northfield Branch Library.

Northbrook resident Susan Kelly commented on genealogy programs and the staffing decisions at the Northfield Branch Library.

Northfield resident Carol Ritchell thanked the Board and commented on the staffing decisions at the Northfield Branch Library.

Northfield resident Sue Kelly commented on Studio positions and training and the staffing decisions at the Northfield Branch Library.

Northfield resident Patricia Andrew thanked the Board and commented on the staffing decisions at the Northfield Branch Library.

Northfield resident Lois Neustadt thanked the Board and commented on the staffing decisions at the Northfield Branch Library.

**IV. Vote to Approve Minutes of January 20, 2020 Regular Meeting**

A MOTION was made by Trustee Johnson to approve the Minutes of January 20, 2020 Regular Meeting and seconded by Trustee Vandergrift.

The MOTION passed on a voice vote.

**V. Financial Report**

Interim Director Compton-Dzak presented the January 2020 Financial Statements.

A MOTION was made by Trustee Vandergrift to approve the January 2020 Financial Statements and seconded by Trustee Shoup.

The MOTION passed on a voice vote.

**VI. Library Report**

**LIBRARY DIRECTOR'S REPORT:**

Interim Director Compton-Dzak reported:

- Branch Services Coordinator Courtney Volny submitted an impact story stating that Circulation Services Associate Amelia Kmiec met an avid mystery reader and introduced her to the various book formats available at the Northfield Branch Library.
- The local boy scout reported back that the District donated 26 blankets and 28 scarves and thanked those who helped make a difference.
- After extensive user testing, CCS is making minor changes to the public catalog; changes include clearer hold status language.
- Grayslake Area Public Library is joining CCS.
- Virtual Services Coordinator Michael Cianfrani continues to work on the new District app, which is moving to the user testing phase.
- The next Fireside Chat will be on March 10 featuring Head of Communications & Marketing Sarah Quish.
- The next Source will hit homes on February 22.

**BOARD PRESIDENT'S REPORT:**

President Ruiz-Funes provided clarification on the District's HR consulting costs, public relations fees and the compensation paid to Rebecca Wolf.

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

- *Winnetka Village*- Trustee Johnson reported that the Winnetka Village passed an ordinance that governed sexual harassment training, reporting, and investigating among elected officials. He also reported that there is talk of removing the curb on the corner of Oak and Green Bay and gave the Board an update on the Downtown Streetscape project and OneWinnetka.
- *Northfield Village*- Trustee Shoup reported that the next Northfield Village meeting will be held on February 18 at 7:00 p.m.

**VIII. Unfinished Business**

- *Report of the Board Director Search Special Committee*  
Trustees Vandergrift and Gosselin reported that they developed a timeline to interview search firms and will bring a recommendation before the Board at the March meeting.

**IX. New Business**

- *Vote to Designate the Positions of Library Director and Head of IT as FOIA Officers*

The Board decided to also designate the position of Assistant Library Director as a FOIA officer.

A MOTION was made by Trustee Vandergrift to Designate the Positions of Library Director, Assistant Library Director and Head of IT as FOIA Officers and seconded by Trustee Shoup.

The MOTION passed on a voice vote.

**X. Communications**

- *No communications*

**XI. Adjourn to Closed Session**

A MOTION was made by Trustee Casale MacNally to adjourn to Closed Session per 5 ILCS 120/2(c)(1): To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library district, and seconded by Trustee Vandergrift.

The MOTION passed on a voice vote and President Ruiz-Funes adjourned to a Closed Session at 7:54 p.m.

**XII. Return to Open Session**

The meeting returned to Open Session at 8:11 p.m.

**XIII. Vote to Approve Separation Agreement**

A MOTION was made by Trustee Vandergrift to approve the Separation Agreement Between Rebecca Wolf and the Winnetka-Northfield Public Library District and seconded by Trustee Shoup.

ROLL CALL VOTE

AYES: Trustees Casale MacNally, Shoup, Johnson, Gosselin, Vandergrift and Ruiz-Funes

NAYS: 0

ABSENT: Trustee Anwar

MOTION CARRIED

**XIV. Public Comments**

Northfield resident Lois Neustadt commented on the District's spending.

Northfield resident Denise Gibson commented on the Fireside Chats and the Director search.

Northfield resident Sue Kelly commented on Winnetka and Northfield's tax assessments.

Winnetka resident Jeffrey Liss commented on the scheduling of staff between branches.


Wilmette resident Kathy Hargrave commented on the District's HR services.

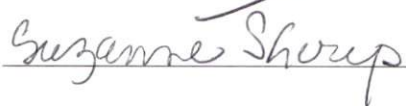
**XV. Adjournment**

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 8:22 p.m.

Respectfully submitted,

Nicola White  
Recording Secretary

  
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Jean-Paul Ruiz-Funes, President

  
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Suzanne Shoup, Secretary