

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

April 20, 2020

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 Suzie Shoup, Brian Johnson, Travis Gosselin, Raheela Anwar, Katherine Casale MacNally and Deborah Vandergrift; and Interim Library Director Emily Compton-Dzak.

Absent:

Present were library employees; Nicola White (Administrative Assistant) and Mark Swenson (Head of Information Technology). Present was Winnetka resident Joanne Jahant. Present were Northfield residents Sue Kelly, Lois Neustadt, Ruth Lucchesi and Samantha Tideman. Present was Northbrook resident Susan Kelly.

III. Public Comments

President Ruiz-Funes read public comments that had been emailed by Northfield residents Carol Ritchell and Jan Churchwell opposing the proposed resolution delegating authority to the Board President to make decisions, a comment from Northfield resident Amy Richmond regarding staffing decisions at the Northfield Branch Library, and a comment from Winnetka resident Ginny Daut regarding curbside pick-up service.

Northfield resident Lois Neustadt commented that she is against the proposed resolution delegating authority to the Board President to make decisions, and also commented on staffing decisions at the Northfield Branch Library.

Northbrook resident Susan Kelly commented that she is against the proposed resolution delegating authority to the Board President to make decisions, and also commented on staffing decisions at the Northfield Branch Library.

Northfield resident Sue Kelly commented that she is against the proposed resolution delegating authority to the Board President to make decisions, and also commented on staffing decisions at the Northfield Branch Library.

IV. Vote to Approve Minutes of February 17, 2020 Regular Meeting

A MOTION was made by Trustee Shoup to approve the Minutes of February 17, 2020 Regular Meeting and seconded by Trustee Johnson.

The MOTION passed on a voice vote.

V. Financial Report

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

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

The MOTION passed on a voice vote.

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

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

The MOTION passed on a voice vote.

VI. **Library Report**

LIBRARY DIRECTOR'S REPORT:

Interim Director Compton-Dzak reported:

- Staff miss our patrons but are working diligently to provide service from their homes.
- Head of Circulation Katie Cangelosi submitted an impact story about Assistant Head of Circulation Brandon Marshall helping a patron over the phone to set up Hoopla and Kanopy on their TV.
- The District has received encouraging messages of appreciation from patrons who were able to access digital collections through temporary library cards.
- Physical checkouts are down, however, digital circulation is rising.
- The District is offering Wi-Fi in both parking lots.
- Staff are working on developing and booking virtual programming and are rethinking Summer Reading to be a virtual program as well.
- The Youth Services team has provided virtual story time elements; Youth Services Librarians Maddy Belk and Lindsay Goldstein got the District started with story time songs.
- Staff in all departments have contributed to community engagement efforts.
- Programming Librarian Steve Kline is using the District's 3D printer to contribute to a face-shield drive based in Oak Park.
- Collection Development Librarians Kate Fuentes and Nick Mall have been reworking the collection budget and purchasing digital titles.
- The Circulation team has been working on inventory and online library card applications.
- The Youth Services team has reached out to local teachers to brainstorm ways the District can work with our schools to fill any learning gaps. They also partnered with the police and fire departments to coordinate virtual story times.
- Staff in all departments are participating in virtual meetings and training opportunities.
- Studio staff have been taking virtual maker classes.
- The new District app was delivered; the team is working through bugs before moving to the next testing phase.
- The District is working on a website redesign.

- The Facilities team is considered essential and has been deep cleaning both buildings.
- Interim Director Compton-Dzak has been in close contact with both villages and the District's community partners. She is also meeting with the Winnetka Village taxing bodies every Monday by phone. All are monitoring news on the statewide stay-at-home order and recommendations from the state government on when businesses and libraries can safely reopen.
- The management team is gathering information from other libraries, RAILS and ILA and is discussing a tiered reopening; they are still working through what that would look like.

BOARD PRESIDENT'S REPORT:

President Ruiz-Funes reported:

- There have been 89 COVID-19 cases reported in the 60093 zip code, with no fatalities. President Ruiz-Funes gave his best wishes to those directly affected.
- President Ruiz-Funes thanked all healthcare workers, first responders, and essential workers.
- President Ruiz-Funes thanked Interim Director Compton-Dzak, the District's management team, and all District staff for their hard work over the past month and stated that the services provided online have been terrific.

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

- *Winnetka Village*- Trustee Johnson reported that the Winnetka Village Council is having a virtual meeting on April 21, 2020. He also reported that the Village Board President is encouraging local businesses to require masks, but it is not currently mandated.
- *Northfield Village*- Trustee Shoup reported that the Northfield Village is also not mandating the use of masks, however, everyone is encouraged to follow the CDC guidelines. She also reported that 100% of Mariano's employees will wear masks. Trustee Shoup commended Northfield residents on their generosity for providing meals to first responders. She also mentioned that the Stepan Company donated sanitation soaps to various Northfield facilities. Trustee Shoup also reported that the Northfield Village will hold a teleconference meeting April 21, 2020.

VIII. **Unfinished Business**

IX. **New Business**

- *Discussion and vote on Director Search Proposal*
Trustee Gosselin presented Bradbury Miller as the recommended search firm for the District's Director Search.

A MOTION was made by Trustee Shoup to Approve the Director Search Proposal and seconded by Trustee Johnson.

ROLL CALL VOTE

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

NAYS: 0
ABSENT:
MOTION CARRIED

- *Discussion and vote on Resolution Delegating Authority to Board President to Make Decisions*
The Board discussed and elected not to vote to Approve the Resolution Delegating Authority to Board President to Make Decisions.
- *Discussion and vote on Board meeting dates, July through December 2020*
A MOTION was made by Trustee Shoup to Approve Board meeting dates, July through December 2020 and seconded by Trustee Casale MacNally.

The MOTION passed on a voice vote.

- *Discussion and vote on the Lakota Group Construction Observation/Administration Services Contract*
A MOTION was made by Trustee Gosselin to Approve the Lakota Group Construction Observation/Administration Services Contract and seconded by Trustee Shoup.

ROLL CALL VOTE

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

NAYS: 0
ABSENT:
MOTION CARRIED

- *Discussion of Budget reforecast FY 2019/2020*
The Board discussed the Budget reforecast for fiscal year 2019/2020.
- *Discussion of Budget draft FY 2020/2021*
The Board discussed the Budget draft for fiscal year 2020/2021.

X. Communications

- *The District remains closed to the public due to the COVID-19 pandemic until further notice.*

XI. Public Comments

Northbrook resident Susan Kelly suggested that the Board subscribe to email lists from other libraries to see what they are doing in terms of digital programming. She also suggested that the District consider sending out a weekly newsletter with public health information.

Northfield resident Ruth Lucchesi suggested that the Director search firm invite prior employees to interview for the position. She also commented on staffing decisions at the Northfield Branch Library.

Winnetka resident Joanne Jahant commented that she misses the library and staff and is looking forward to when the District reopens.

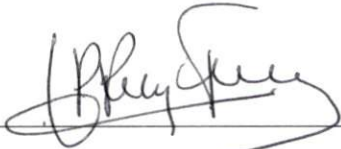
Northfield resident Samantha Tideman commented that her family misses story times but thanked the District for the clear communication about the changes and the increase in digital materials and programming. She suggested the District send out more emails when digital programming is occurring.

XII. Adjournment

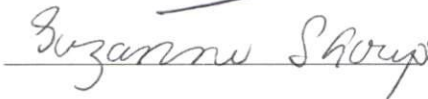
There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Casale MacNally and seconded by Trustee Shoup. The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 8:20 p.m.

Respectfully submitted,

Nicola White
Recording Secretary



Jean-Paul Ruiz-Funes, President



Suzanne Shoup, Secretary