

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

June 20, 2022

I. Call to Order

The meeting was held at the Northfield Library, 1785 Orchard Lane, Northfield, Illinois. President Mitchell called the meeting to order at 7:02 p.m. A quorum was present.

II. Roll Call

Present: Trustees Sarah Munoz, Travis Gosselin, Deborah Vandergrift, Todd Van Neck, Thomas Sundell, Katherine Casale MacNally and President Melissa Mitchell; and Library Director Monica Dombrowski.

Absent:

Present were library employees Nicola White (Business Services Coordinator), Mark Swenson (Information Technology Manager), and Courtney Volny (Customer Relations Manager). Present was Winnetka resident Jeffrey Liss.

III. Public Comments

Winnetka resident Jeffrey Liss commented on the closed session relating to the possible acquisition of real estate, and on the rebranding proposal.

IV. Approval of Minutes

- Approve Minutes of the May 16, 2022 Regular Meeting

President Mitchell announced the approval of the May 16, 2022 Regular Meeting Minutes.

V. Financial Report

Director Dombrowski and Trustee Vandergrift presented the May 2022 Financial Statements.

VI. Library Report

LIBRARY DIRECTOR'S REPORT:

Director Dombrowski presented the May 2022 Director's Report, which is included in the June 2022 Board Packet.

BOARD PRESIDENT'S COMMENTS:

President Mitchell commented:

- The Park District approached the library about purchasing Library Park
- The library has since conducted an independent appraisal of the land, which the Board will be discussing in the closed session tonight
- No decisions have been made at this time

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

- *Winnetka Village*- President Mitchell reported that the library will be at the Farmer's Market this week. She also reported that there has been some disappointment with the new beach design and the Park District has withdrawn their application, however, the library confirmed that they are still interested in selling Library Park. President Mitchell also reported that there was a good turnout at the Music Festival this past Saturday.
- *Northfield Village*- Trustee Munoz had nothing from the Village to report, however, she stated that she spoke with several Northfield residents that are excited for the upcoming space planning meetings.

VIII. **Unfinished Business**

- *Finance Committee Update*
Nothing to report.
- *Community Engagement Committee Update*
Trustees Sundell and Munoz shared their list of community organizations and draft communication and received the Board's support to proceed with reaching out to those listed.
- *Personnel Committee Update*
Monica submitted her self-assessment and goals for the upcoming year; the trustees will be meeting in closed session to begin her annual review.
- *Discussion & Vote on Board Meeting Ordinance for FY22/23*
A MOTION was made by Trustee Sundell to approve the Board Meeting Ordinance for Fiscal Year 2022/2023.

The MOTION passed on a voice vote.

- *Discussion & Vote on Updated Trustee Bylaws*
The Board discussed term limits when filling a vacancy; Director Dombrowski will draft updated language to the Trustee Bylaws for the July Board Meeting.

- *Update on Digitization Partnership with Winnetka Historical Society*
Director Dombrowski reported that Adult Services Manager Nick Mall and Mary Trieschmann from the Winnetka Historical Society are conferring back and forth on the project, and the library has a copywrite attorney looking into the logistics with the Chicago Tribune.

IX. New Business

- *Approval of District Closure Dates for Fiscal Year 2022-2023*
The Board recommended the library begin to pay staff for all eleven of the district closure dates, as opposed to eight.

A MOTION to approve the District Closure Dates for Fiscal Year 2022-2023 was made by Trustee Van Neck.

The MOTION passed on a voice vote.

- *Approval of Annual Ordinance Authorizing Non-Resident Cards*
A MOTION to approve the Annual Ordinance Authorizing Non-Resident Cards was made by Trustee Casale MacNally.

The MOTION passed on a voice vote.

- *Approval of Rebranding Quote*
A MOTION to Approve the Rebranding Quote was made by Trustee Casale MacNally.

ROLL CALL VOTE:

AYES: Trustees Munoz, Gosselin, Vandergrift, Van Neck, Sundell and Casale MacNally

NAYS:

ABSENT/ABSTAINING:

MOTION CARRIED

- *Discussion & Approval of FE Technologies Quote*

A MOTION to Approve the FE Technologies Quote was made by Trustee Gosselin.

ROLL CALL VOTE:

AYES: Trustees Munoz, Gosselin, Vandergrift, Van Neck, Sundell and Casale MacNally

NAYS:

ABSENT/ABSTAINING:

MOTION CARRIED

- *Approval of Ordinance Transferring Funds to the Special Reserve Account*

A MOTION to Approve the Ordinance Transferring Funds to the Special Reserve Account was made by Trustee Vandergrift.

ROLL CALL VOTE:

AYES: Trustees Munoz, Gosselin, Vandergrift, Van Neck, Sundell and Casale MacNally

NAYS:

ABSENT/ABSTAINING:

MOTION CARRIED

- *Assignment of Two Trustees to Review Closed Session Recordings and Summaries*

Trustees Sundell and Van Neck were assigned to review the closed session recordings and summaries.

- *Assignment of Two Trustees to Review Secretary's Records for Fiscal Year 2021-2022*

Trustees Vandergrift and Munoz were assigned to review the secretary's records for fiscal year 2021-2022.

X. Communications

- *The next regular meeting will be held on Monday, July 18th at 7 p.m. at the Winnetka Branch.*

XI. Public Comments

No public comments.

XII. Adjourn to Closed Session

- **Closed Session**

5 ILCS 120/2(c)(5): To consider the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

A MOTION to adjourn to closed session was made by Trustee Vandergrift.

The MOTION passed on a voice vote and President Mitchell adjourned to closed session at 8:37 p.m.

XIII. Return to Open Session

A MOTION to Authorize President Mitchell and Director Dombrowski to Negotiate with the Park District for Acquisition of the Library Park, Subject to the Final Terms Being Presented Back to the Board Before Execution of the Purchasing Sale Agreement was made by Trustee Van Neck.

ROLL CALL VOTE:

AYES: Trustees Munoz, Gosselin, Vandergrift, Van Neck, Sundell and Casale
MacNally

NAYS:

ABSENT/ABSTAINING:

MOTION CARRIED

XIV. Adjourn to Closed Session

- **Closed Session**

5 ILCS 120/2(c)(1): To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library district.

A MOTION to adjourn to closed session was made by Trustee Van Neck.

The MOTION passed on a voice vote and President Mitchell adjourned to closed session at 9:24 p.m.

XV. Return to Open Session

XVI. Adjournment

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

President Mitchell adjourned the meeting at 10:18 p.m.

Respectfully submitted,

Nicola White
Recording Secretary


Melissa Mitchell, President


Thomas Sundell, Secretary