

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

June 21, 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 7:02 p.m. A quorum was present.

**II. Roll Call**

Present: Trustees Thomas Sundell, Todd Van Neck, Melissa Mitchell, Deborah Vandergrift, Sarah Munoz, Travis Gosselin and President Jean-Paul Ruiz-Funes; and Library Director Monica Dombrowski.

Absent:

Present were library employees Nicola White (Administrative Assistant) and Mark Swenson (Information Technology Manager). Present was Winnetka resident Jeffrey Liss.

**III. Public Comments**

No public comments.

**IV. Vote to Approve Minutes**

- Vote to Approve Minutes of the May 17, 2021 Regular Meeting

A MOTION was made by Trustee Sundell to approve the Minutes of the May 17, 2021 Regular Meeting.

The MOTION passed on a voice vote.

**V. Financial Report**

Director Dombrowski and Trustee Vandergrift presented the May 2021 Financial Statements.

**VI. Library Report**

LIBRARY DIRECTOR'S REPORT:

Director Dombrowski presented her May 2021 Director's Report, which is included in the June 21, 2021 Board Packet.

Director Dombrowski also reported the procedural adjustments the Board will be making as a result of Nancy Sylvester's training on Robert's Rules of Order:

- The Board will receive the previous meeting(s)' minutes in advance and given a deadline to respond with any corrections. At the next Board meeting, the Presiding Officer will ask if there are any corrections; if none are identified, the Presiding Officer will announce that the minutes are approved.
- The Board will cease seconding any motions.
- The Board will review but not approve all reports with the exception of the Annual Auditor's Report which requires approval.
- Only items the Board voted to continue at the last meeting will be listed under Unfinished Business; everything else will be placed under New Business.
- The Presiding Officer will refrain from voting except when their vote affects the result, such as in the event of a tie.

#### BOARD PRESIDENT'S COMMENTS:

President Ruiz-Funes commented on the success of the Northfield Library refresh project and open house. He also commented on remaining fiscally conservative as the District rebounds post-pandemic.

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

- *Winnetka Village*- Trustee Mitchell reported that the Village of Winnetka will not be having fireworks this year but is still going forward with the 4<sup>th</sup> of July parade.
- *Northfield Village*- Trustee Munoz reported that the Village of Northfield has cancelled the 4<sup>th</sup> of July parade this year. She also reported that the Village is continuing to work on green initiatives and sustainable practices.

#### **VIII. Unfinished Business**

- *Approval of Board of Trustees Meeting Calendar Ordinance for Fiscal Year 2021-2022*

A MOTION was made by Trustee Vandergrift to Approve the Board of Trustees Meeting Calendar Ordinance for Fiscal Year 2021-2022.

The MOTION passed on a voice vote.

- *Return to In-Person Meetings*  
The Board decided to meet in-person for the July 19, 2021 Regular Meeting.

## IX. New Business

- *Approval of District Closure Dates for Fiscal Year 2021-2022*  
A MOTION was made by Trustee Van Neck to Approve the District Closure Dates for Fiscal Year 2021-2022.

The MOTION passed on a voice vote.

- *Approval of Annual Ordinance Authorizing Non-Resident Cards*  
A MOTION was made by Trustee Van Neck to Approve the Ordinance Authorizing Non-Resident Cards.

The MOTION passed on a voice vote.

- *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 2020-2021*  
Trustees Munoz and Mitchell were assigned to review the Secretary's records for Fiscal Year 2020-2021.

- *Discussion of Updated Trustee Bylaws*  
A MOTION was made by Trustee Sundell to table the vote of the Updated Trustee Bylaws until the July 19, 2021 Regular Meeting.

- *Approval of Updated Meeting Room Policy*  
A MOTION was made by Trustee Gosselin to table the vote of the Updated Meeting Room Policy until the July 19, 2021 Regular Meeting.

- *Approval of Updated Circulation Policy*  
A MOTION was made by Trustee Munoz to table the vote of the Updated Meeting Room Policy until the July 19, 2021 Regular Meeting.

- *Approval of Patron Privacy & Confidentiality Policy*  
A MOTION was made by Trustee Gosselin to Approve the Patron Privacy & Confidentiality Policy.

The MOTION passed on a voice vote.

- *Capturing Patron Feedback*  
A MOTION was made by Trustee Gosselin to table the discussion on capturing patron feedback until the July 19, 2021 Regular Meeting.

**X. Communications**

- *The next Study Session will be held on Monday, June 28<sup>th</sup> at 7 p.m.; the topic will be strategic planning*
- *The next Regular Meeting will be held on Monday, July 19<sup>th</sup> at 7 p.m.*
- *The library will be participating in the Winnetka 4<sup>th</sup> of July Parade on Sunday, July 4<sup>th</sup>*

**XI. Public Comments**

Winnetka resident Jeffrey Liss commented on the trustee bylaws and updated policy drafts.

**XII. Adjournment**

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

The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 9:26 p.m.

Respectfully submitted,

Nicola White  
Recording Secretary



Jean-Paul Ruiz-Funes, President



Thomas Sundell, Secretary