

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

July 19, 2021

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 7:01 p.m. A quorum was present.

II. Roll Call

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

Present were library employees Nicola White (Business Services Coordinator) and Mark Swenson (Information Technology Manager). Present was John Shales from SMC Construction Services. Present was Winnetka resident Jeffrey Liss.

III. Public Comments

No public comments.

IV. Approve Minutes

- Approve Minutes of the June 21, 2021 Regular Meeting
- Approve Minutes of the June 28, 2021 Study Session

President Ruiz-Funes announced the approval of the June 21, 2021 Regular Meeting Minutes and the June 28, 2021 Study Session Minutes.

V. Financial Report

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

VI. Library Report

LIBRARY DIRECTOR'S REPORT:

Director Dombrowski presented the June 2021 Director's Report, which is included in the July 19, 2021 Board Packet.

BOARD PRESIDENT'S COMMENTS:

President Ruiz-Funes commended library staff for a great presence at the 4th of July parade and also confirmed how trustees would prefer to receive board packets going forward.

VII. Liaisons to Other Organizations-Reports

- *Winnetka Village*- Trustee Mitchell stated that there was nothing new to report.
- *Northfield Village*- Trustee Munoz reported that the Village of Northfield is investing in new trucks for waste management and a new roof for the police station.

VIII. Unfinished Business

- *Approval of Updated Meeting Room Policy*
A MOTION was made by Trustee Sundell to Approve the Updated Meeting Room Policy.

The MOTION passed on a voice vote.

- *Approval of Updated Circulation Policy*
A MOTION was made by Trustee Gosselin to Approve the Updated Circulation Policy.

The MOTION passed on a voice vote.

- *Approval of Updated Trustee Bylaws*
A MOTION was made by Trustee Vandergrift to Approve the Updated Trustee Bylaws.

The MOTION passed on a voice vote.

- *Capturing Patron Feedback*
Director Dombrowski will begin summarizing patron feedback in future Director's reports. If Board discussions or decisions are needed at the meeting, she will send the feedback in advance.

IX. New Business

- *Approval of Parking Lot Project & Garden Refresh*

John Shales from SMC Construction Services presented the Parking Lot & Garden Refresh Proposal.

A MOTION was made by Trustee Vandergrift to Approve the Parking Lot Project & Garden Refresh.

ROLL CALL VOTE

AYES: Trustees Mitchell, Munoz, Van Neck, Sundell, Vandergrift, Gosselin and Ruiz-Funes

NAYS: 0

ABSENT: 0

MOTION CARRIED

- *Approval of Building and Maintenance Tax (.02% special tax) Ordinance*

A MOTION was made by Trustee Sundell to Approve the Building and Maintenance Tax (.02% special tax) Ordinance.

ROLL CALL VOTE

AYES: Trustees Mitchell, Munoz, Van Neck, Sundell, Vandergrift, Gosselin, and Ruiz-Funes

NAYS: 0

ABSENT: 0

MOTION CARRIED

- *Approval of Director Review/Evaluation Process for Fiscal Year 2021-2022*

The Board approved the proposed process for the Director review/evaluation process.

- *Approval of Minutes of Meetings Lawfully Closed Under the Open Meetings Act*

A MOTION was made by Trustee Munoz to Approve Minutes of Meetings Lawfully Closed Under the Open Meetings Act.

The MOTION passed on a voice vote.

- *Approval of Resolution Determining Release of Closed Session Minutes*
A MOTION was made by Trustee Gosselin to Approve the Resolution Determining Release of Closed Session Minutes.

The MOTION passed on a voice vote.

- *Approval of Resolution Approving Destruction of Closed Session Recordings*
A MOTION was made by Trustee Mitchell to Approve the Resolution Approving Destruction of Closed Session Recordings.

The MOTION passed on a voice vote.

X. Communications

- *The next regular meeting will be held on Monday, August 16th at 7 p.m.*
- *Reminder to trustees to review the Secretary's Records for Fiscal Year 2020-2021*

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 Vandergrift.

The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 8:23 p.m.

Respectfully submitted,

Nicola White
Recording Secretary


Jean-Paul Ruiz-Funes, President


Thomas Sundell, Secretary