

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

November 16, 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 Travis Gosselin, Raheela Anwar, Brian Johnson, Katherine Casale MacNally and Deborah Vandergrift; and Library Director Monica Dombrowski.

Absent:

Present were library employees; Nicola White (Administrative Assistant), Emily Compton-Dzak (Assistant Director and Adult Services Manager), Sarah Quish (Communications & Marketing Manager) and Mark Swenson (Information Technology Manager). Present was Winnetka resident Jeffrey Liss. Present were Northfield residents Sue Kelly and Karen Roth. Present was library patron Callie.

**III. Vote to Adopt a Resolution to Accept a Resignation, Declare a Vacancy and Appoint a New Library Trustee**

A MOTION was made by Trustee Casale MacNally to Adopt a Resolution to Accept a Resignation, Declare a Vacancy and Appoint a New Library Trustee and seconded by Trustee Johnson.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: 0

MOTION CARRIED

**IV. Oath of Office**

Trustee Casale MacNally swore in incoming trustee Sarah Munoz.

**V. Public Comments**

Winnetka resident Jeffrey Liss commented on the patio and garden at the Winnetka Library.

Northfield resident Sue Kelly thanked the District for reopening the Studio and expressed concern regarding the District's decision to remain open amidst the pandemic.

Northfield resident Karen Roth expressed concern regarding the District's decision to remain open amidst the pandemic and commented on staff's compensation.

**VI. Vote to Approve Minutes**

- Vote to Approve Minutes of October 19, 2020 Regular Meeting
- Vote to Approve Minutes of November 5, 2020 Special Meeting

President Ruiz-Funes requested some adjustments to the minutes.

The October 19, 2020 Regular Meeting minutes and the November 5, 2020 Special Meeting minutes will be reviewed for amendments before approval at the December 14, 2020 Board Meeting.

**VII. Financial Report**

Director Dombrowski presented the October 2020 Financial Statements.

A MOTION was made by Trustee Vandergrift to approve the October 2020 Financial Statements and seconded by Trustee Casale MacNally.

The MOTION passed on a voice vote.

**VIII. Library Report**

LIBRARY DIRECTOR'S REPORT:

Director Dombrowski reported:

- The District has three internal job openings and a revised staff organization chart.
- The Northfield Branch reopened on November 11 and staff have received positive feedback from patrons.
- Both digital and physical checkouts have been trending up.

BOARD PRESIDENT'S REPORT:

President Ruiz-Funes reported:

- The trustees' thoughts are with those directly affected by COVID-19 and they wish to thank the first responders and essential workers for their efforts.
- President Ruiz-Funes welcomed Trustee Munoz to the Board.
- The Winnetka Caucus approved the slate of library trustee candidates who will stand for election in April 2021.

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

- *Winnetka Village-* Trustee Johnson reported that the Winnetka Caucus slated three new trustee candidates and that the Village of Winnetka passed their budget. Trustee Casale MacNally reported that there will be an Open-Air Holiday Market held in the Winnetka Village Hall parking lot.
- *Northfield Village-* Nothing reported.

## **X. Unfinished Business**

- *Discussion and Vote on Fiscal Year 2021-2022 Tax Levy Ordinance*  
A MOTION was made by Trustee Vandergrift to approve the Fiscal Year 2021-2022 Tax Levy Ordinance and seconded by Trustee Casale MacNally.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: 0

MOTION CARRIED

## **XI. New Business**

- *Discussion Regarding Linden Patio Homes and Tree Roots (Jason Kolish, City Wide of Chicago)*  
Building Maintenance Manager Jason Kolish reported that the Winnetka Library's tree roots are damaging the Linden Patio Homes plumbing system and suggested the District address this and implement regular yearly maintenance to prevent another occurrence in the future.

Linden Patio Homes has agreed to split the yearly maintenance cost, but the trustees recommended splitting the cost of the initial project as well.

- *Discussion on 2021 Per Capita Grant Educational Requirement*  
Director Dombrowski reported the educational requirements for the 2021 Per Capita Grant which is due on January 15, 2021.

- *Feedback from Northfield Village Manager/Board President*  
Director Dombrowski stated that she had a great meeting with the Northfield Village Manager and Board President, who expressed that they would like to see improvements to the Northfield Branch Library and are open to a variety of ideas.
- *Discussion on COVID-19 Numbers and Library Response*  
Director Dombrowski announced the District's plan to remain open to Winnetka-Northfield cardholders on an appointment-based system.

The trustees discussed the logistics of remaining open for appointments and agreed to go ahead with the plan while also offering curbside service and promoting the digital library.

## **XII. Communications**

- *The next meeting will be held on Monday, December 14 at 7 p.m.*
- *The Library will be closed on Thanksgiving Day (11/26) and will be closing at 5 p.m. on Wednesday (11/25).*
- *Library hours have been adjusted as follows:*
  - *Winnetka Branch: M-SAT 10 a.m. – 6 p.m., SUN 1 p.m. – 5 p.m.  
Curbside during all open hours*
  - *Northfield Branch: W/F/SAT 10 a.m. – 6 p.m.  
Curbside M/T/TH 10 a.m. – 6 p.m.*

## **XIII. Public Comments**

Winnetka resident Jeffrey Liss provided details from previous board meetings regarding the Post Office site discussion.

Library patron Callie expressed concern regarding the District's decision to remain open amidst the pandemic.

## **XIV. Adjourn to 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 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 9:00 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 Casale MacNally and seconded by Trustee Vandergrift.

The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 9:30 p.m.

Respectfully submitted,

Nicola White  
Recording Secretary

  
JP Ruiz-Funes (Jan 3, 2021 19:16 CST) Jean-Paul Ruiz-Funes, President

*Katherine Casale MacNally*  
Katherine Casale MacNally (Jan 3, 2021 19:47 CST) Katherine Casale MacNally, Secretary