

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

February 20, 2023

I. Call to Order

The meeting was held at the Winnetka Library, 768 Oak St, Winnetka, Illinois. President Mitchell called the meeting to order at 7:03 p.m. A quorum was present.

II. Roll Call

Present: Trustees Ranjini Shankar, Travis Gosselin, Thomas Sundell, Matt Kinnich, Sarah Munoz, Deborah Vandergrift and Board President Melissa Mitchell; and Library Director Monica Dombrowski.

Absent:

Present were library employees Nicola White (Business Services Coordinator) and Mark Swenson (Information Technology Manager). Present was Joe Huberty from Engberg Anderson. Present was Winnetka resident Marc Hecht.

III. Public Comments

Winnetka resident Marc Hecht commented on the homebound delivery service and on the proposed facility plans.

IV. Approval of Minutes

- Approve Minutes of the January 16, 2023 Regular Meeting

President Mitchell announced the approval of the January 16, 2023 Regular Meeting Minutes.

V. Financial Report

Director Dombrowski and Trustee Vandergrift presented the January 2023 Financial Statements.

VI. Library Report

LIBRARY DIRECTOR'S REPORT:

Director Dombrowski presented the January 2023 Director's Report, which is included in the February 2023 Board Packet.

VII. Liaisons to Other Organizations-Reports

- *Winnetka Village*- President Mitchell stated that there was nothing new to report.
- *Northfield Village*- Trustee Munoz stated that there was nothing new to report.

VIII. Unfinished Business

- *Northfield Branch Update*
Joe Huberty from Engberg Anderson presented the proposed facility plan renderings of the Northfield Library.
- *Library Park Sign Update*
Director Dombrowski provided samples for signage to place along Green Bay Road and gathered feedback from the trustees.
- *Digitization Project Update*
Director Dombrowski reported that the digitization project is underway and is expected to be completed in November of 2023.
- *Website Project Update*
Director Dombrowski reported that the library has chosen the firm Library Market for the website redesign.

IX. New Business

- *Discussion and Vote on Updated Photography & Videography Policy*
A MOTION to Approve the Updated Photography & Videography Policy given the recommended corrections was made by Trustee Gosselin.

The MOTION passed on a voice vote.

- *Winnetka Elevator Rehab Project*
Director Dombrowski reported that SMC has begun the bidding for the elevator project and will be attending the board meeting in March with their recommendations.
- *Succession Plan for Office Roles*
President Mitchell stated that the officer terms will be ending in a few months and recommended that the trustees begin thinking about their succession plans.

X. Communications

- *The next regular meeting will be held on Tuesday, March 21st at 7 p.m. at the Northfield 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 Gosselin.

The MOTION passed on a voice vote and President Mitchell adjourned to closed session at 8:19 p.m.

XIII. Return to Open Session

XIV. Adjournment

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

The MOTION passed on a voice vote and President Mitchell adjourned the meeting at 9:05 p.m.

Respectfully submitted,

Nicola White
Recording Secretary


Melissa Mitchell, President


Thomas Sundell, Secretary