

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

March 15, 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: President Jean-Paul Ruiz-Funes, and Trustees Travis Gosselin, Brian Johnson, Deborah Vandergrift, Sarah Munoz and Katherine Casale MacNally; and Library Director Monica Dombrowski.

Absent: Trustee Raheela Anwar

Present were library employees Nicola White (Administrative Assistant) and Mark Swenson (Information Technology Manager). Present was Marc Futterman from CIVICTechnologies. Present was John Shales from SMC. Present was Winnetka resident Jeffrey Liss. Present was Northfield resident Sue Kelly.

III. Public Comments

No public comments.

IV. Vote to Approve Minutes

- Vote to Approve Minutes of the February 15, 2021 Regular Meeting
- Vote to Approve Minutes of the March 1, 2021 Study Session

A MOTION was made by Trustee Casale MacNally to approve the Minutes of the February 15, 2021 Regular Meeting and seconded by Trustee Vandergrift.

The MOTION passed on a voice vote.

A MOTION was made by Trustee Casale MacNally to approve the Minutes of the March 1, 2021 Study Session and seconded by Trustee Gosselin.

The MOTION passed on a voice vote.

V. **Financial Report**

Director Dombrowski presented the February 2021 Financial Statements.

A MOTION was made by Trustee Vandergrift to approve the February 2021 Financial Statements and seconded by Trustee Munoz.

The MOTION passed on a voice vote.

VI. **Library Report**

LIBRARY DIRECTOR'S REPORT:

Director Dombrowski reported:

- The District was thrilled to reopen both buildings to patrons this month
- There were several work anniversaries this month highlighted in her written report
- Program attendance continues to trend upward, and the District offered less programs this February compared to February 2020 but had more attendees
- Director Dombrowski has been monitoring visitorship trends using the District's people counter
- The District saw an immediate spike in physical circulation after reopening
- Director Dombrowski has been communicating with the Village of Winnetka in hopes of receiving COVID-19 vaccines for District staff

BOARD PRESIDENT'S COMMENTS:

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, as well as all library staff.
- President Ruiz-Funes thanked the trustees for their input on the upcoming strategic plan
- There is a new Winnetka Caucus administration

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

- *Winnetka Village*- Trustee Johnson reported on the planned unit development of a three-story building on Green Bay Road.
- *Northfield Village*- Nothing reported.

VIII. **Unfinished Business**

- *Update on Leak in Basement at Winnetka Branch*
Director Dombrowski reported that after the new ejector pump was installed, it was discovered that the floats that determine the water level

were not functioning correctly. The plumbing company came back out to replace them, and we do not anticipate any more water leaks going forward.

- *Budget for Northfield Branch Refresh*
Director Dombrowski reported that the total cost for adding a new skim coat and replacing the carpet and tile, new paint, shelving removal, and project supervision comes out to \$64,371.00 and is expected to be completed in May.

The Board agreed to move forward with Northfield Branch refresh.

- *Winnetka Building Window Replacement Estimate/Timeline*
John Shales from SMC presented the Winnetka Building Window Replacement project proposal. He expects the asbestos work to begin in late June and the new windows to start being installed in July.

Trustee Casale MacNally suggested reaching out to the Village, the District's insurance company, and the District's power company to see if there will be any cost savings by completing this project and becoming more energy efficient. She also suggested looking into green grants.

Trustee Johnson suggested finding a New Trier student to take on the project of determining how much the District would be saving in utility costs as a result of the new windows.

The Board agreed to proceed with the Winnetka building window replacement project.

IX. New Business

- *Strategic Planning Proposal from CIVICTechnologies*
Marc Futterman from CIVICTechnologies presented his proposal to the trustees.

The Board agreed to move forward with CIVICTechnologies as their strategic planning consultant.

X. Communications

- *The next regular meeting will be held on Monday, April 19 at 7 p.m.*

XI. Public Comments

Winnetka resident Jeffrey Liss commented on the window replacement project and strategic planning proposal.

Northfield resident Sue Kelly complimented Director Dombrowski for promoting from within and expressed excitement about the Studio being reopened.

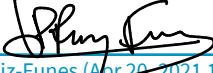
XII. Adjournment

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 8:59 p.m.

Respectfully submitted,

Nicola White
Recording Secretary


JP Ruiz-Funes (Apr 20, 2021 16:47 CDT) Jean-Paul Ruiz-Funes, President

Katherine Casale MacNally
Katherine Casale MacNally Katherine Casale MacNally, Secretary