

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

June 17, 2019

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 7:00 p.m. A quorum was present.

II. Roll Call

Present: President Jean-Paul Ruiz-Funes, and Trustees Suzie Shoup, Deborah Vandergrift, Travis Gosselin and Kathleen Reichert; and Library Director Rebecca Wolf.
Absent: Trustees Brian Schmisek and Raheela Anwar

Present were library employees; Nicola White (Administrative Assistant) Kevin Breese (Human Resources Consultant) and Sarah Quish (Head of Communications and Marketing). Present was Nancy Fox from the League of Women voters, and Carrie Ruzicka from the Winnetka Caucus Council.

III. Public Comments

No public comments.

IV. Vote to Approve Consent Agenda

- Approval of Minutes of May 20, 2019 Regular Meeting
- Approval of Minutes of June 5, 2019 Study Session

A MOTION was made by Trustee Reichert to approve the Consent Agenda and seconded by Trustee Gosselin.

The MOTION passed on a voice vote.

V. Financial Report

Director Wolf presented the May 2019 Financial Statements to the Board.

A MOTION was made by Trustee Vandergrift to approve the May 2019 Financial Statements and seconded by Trustee Reichert.

The MOTION passed on a voice vote.

VI. Library Report

BOARD PRESIDENT'S REPORT:

President Ruiz-Funes reported that the Board training session was very informative. He stated that although the trustees have been operating relatively well as a Board, there are still opportunities for improvement. Trustee Gosselin volunteered to be the point person to determine how the Board can improve processes to be more effective and efficient throughout meetings.

LIBRARY DIRECTOR'S REPORT:

Director Wolf reported:

- The District will be transitioning to new accounting services
- The District has set preliminary audit fieldwork dates
- The District did not receive any bids for the patio project but will be rebidding the project in late July.
- The District is reviewing the results from the community survey, and Director Wolf is forming a Strategic Planning Committee
- The District currently has over 1,000 patrons signed up for Summer Reading
- The District had a great presence at the Winnetka Children's Fair
- The District is preparing for the next issue of the Source
- The District has partnered with the Winnetka Park District and is exploring other marketing opportunities, such as the Northfield Farmer's Market.

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

- *RAILS* - Director Wolf stated that there is nothing new to report on RAILS.
- *Winnetka Village*- Trustee Reichert reported that the Winnetka Village is preparing for stage one of the Street Scape activities.
- *Northfield Village*- Trustee Shoup reported that the Village of Northfield received a grant to pave a walking path along the old train tracks that run from the border of Northfield to New Trier High School.

VIII. **Unfinished Business**

- *Discussion and Vote to Approve Board of Trustees Meeting Calendar for Fiscal Year 2019-2020*

The Board elected to change the location of the September and January Regular Board Meetings and the June Study Session to the Northfield Branch Library.

A MOTION was made by Trustee Shoup to Approve the Board of Trustees Meeting Calendar for Fiscal Year 2019-2020 and seconded by Trustee Gosselin.

ROLL CALL VOTE

AYES: Trustees Ruiz-Funes, Vandergrift, Gosselin, Reichert, and Shoup

NAYS: none

ABSENT: Trustees Anwar and Schmisek

MOTION CARRIED

IX. **New Business**

- *Discussion and Vote on District closure dates for Fiscal Year 2019-2020*

A MOTION was made by Trustee Reichert to approve the District closure dates for Fiscal Year 2019-2020 and seconded by Trustee Shoup.

The MOTION passed on a voice vote.

- *Discussion and Vote on Annual Ordinance Authorizing Non-Resident Cards*

A MOTION was made by Trustee Gosselin to Adopt the Annual Ordinance Authorizing Non-Resident Cards and seconded by Trustee Reichert.

ROLL CALL VOTE

AYES: Trustees Ruiz-Funes, Vandergrift, Gosselin, Reichert, and Shoup

NAYS: none

ABSENT: Trustees Anwar and Schmisek

MOTION CARRIED

- *Discussion and Vote on Ordinance to Adopt Prevailing Wage Rate*
A MOTION was made by Trustee Shoup to Adopt the Prevailing Wage Rate Ordinance and seconded by Trustee Vandergrift.

ROLL CALL VOTE

AYES: Trustees Ruiz-Funes, Vandergrift, Gosselin, Reichert, and Shoup

NAYS: none

ABSENT: Trustees Anwar and Schmisek

MOTION CARRIED

- *Discussion and Vote on Proposal of Replacement of District Backup System*
A MOTION was made by Trustee Reichert to Approve the Replacement of the District Backup System and seconded by Trustee Gosselin.

ROLL CALL VOTE

AYES: Trustees Ruiz-Funes, Vandergrift, Gosselin, Reichert, and Shoup

NAYS: none

ABSENT: Trustees Anwar and Schmisek

MOTION CARRIED

- *Review Draft of Budget and Appropriation Ordinance for Fiscal Year 2019-2020*
The Board reviewed the first draft of the Budget and Appropriation Ordinance for Fiscal Year 2019-2020. They will review the draft again at the July 8, 2019 meeting.

X. Adjourn to Closed Session

A MOTION was made by Trustee Vandergrift 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 5 ILCS 120/2(c)(3): To consider the selection of a person to fill public office (the announced vacancy on the Library District Board of Trustees) when the public body is given power to appoint under law or ordinance (75 ILCS 16/30-25(b)).
and seconded by Trustee Gosselin.

The MOTION passed on a voice vote and President Ruiz-Funes adjourned to a Closed Session at 8:11 p.m.

XI. Return to Open Session

President Ruiz-Funes called the meeting back to open session at 8:58 p.m.

XII. Vote to Approve Resolution to Accept a Resignation, declare a Vacancy and Appoint a New Library Trustee

The Board accepted the resignation of Brian Schmisek and appointed former Board member Brian Johnson as a new Library Trustee.

A MOTION was made by Trustee Reichert to Approve Resolution to Accept a Resignation, Declare a Vacancy and Appoint a New Library Trustee and seconded by Trustee Gosselin.

ROLL CALL VOTE

AYES: Trustees Ruiz-Funes, Vandergrift, Gosselin, Reichert, and Shoup

NAYS: NONE

ABSENT: Trustees Anwar and Schmisek

MOTION CARRIED

XIII. Communications

- *July 4th Community Event/Parade Attendance*
- *Next Regular Board Meeting July 8, 2019*

XIV. Public Comments

No public comments.

XV. Adjournment


There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Gosselin and seconded by Trustee Shoup. The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 9:02 p.m.

Respectfully submitted,

Nicola White
Recording Secretary



Jean-Paul Ruiz-Funes, President



Suzanne Shoup, Secretary