

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

August 16, 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 7:00 p.m. A quorum was present.

II. Roll Call

Present: Trustees Sarah Munoz, Deborah Vandergrift, Thomas Sundell, Todd Van Neck, Melissa Mitchell, and President Jean-Paul Ruiz-Funes; and Library Director Monica Dombrowski.

Absent: Trustee Travis Gosselin

Present were library employees Courtney Volny (Customer Relations Manager) and Steve Kline (Digital Services Manager). Present was John Shales from SMC Construction Services. Present was Winnetka resident Jeffrey Liss.

III. Public Comments

Winnetka resident Jeffrey Liss commented on attending board meetings in-person during the COVID-19 pandemic.

IV. Approve Minutes

- Approve Minutes of the July 19, 2021 Regular Meeting

President Ruiz-Funes announced the approval of the July 19, 2021 Regular Meeting Minutes.

V. Financial Report

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

VI. Library Report

LIBRARY DIRECTOR'S REPORT:

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

BOARD PRESIDENT'S COMMENTS:

President Ruiz-Funes commented on the strategic planning process.

VII. Liaisons to Other Organizations-Reports

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

VIII. Unfinished Business

IX. New Business

- *Presentation of Parking Lot & Garden Project Bids*
John Shales from SMC Construction Services presented the Parking Lot & Garden Refresh Project Bids and SMC's recommendation.

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

ROLL CALL VOTE

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

NAYS: 0

ABSENT: Trustee Gosselin

MOTION CARRIED

- *Presentation of Capital Asset Study*
John Shales from SMC Construction Services presented the 2021 Capital Asset Study.
- *Review Draft of Budget and Appropriation Ordinance*
Director Dombrowski presented the draft Budget and Appropriation Ordinance.
- *Adopt Certified Estimate of Revenues by Source for Fiscal Year 2021-2022*
A MOTION was made by Trustee Vandergrift to Adopt the Certified Estimate of Revenues by Source for Fiscal Year 2021-2022.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: Trustee Gosselin
MOTION CARRIED

- *Discuss & Approve Photography & Videography Policy*
A MOTION was made by Trustee Van Neck to Approve the Photography & Videography Policy.

The MOTION passed on a voice vote.

- *Discuss & Approve Updated Unattended Child/Vulnerable Adult Policy*
A MOTION was made by Trustee Munoz to Approve the Unattended Child/Vulnerable Adult Policy.

The MOTION passed on a voice vote.

- *Update on Annual Report (IPLAR) to the State Library*
Director Dombrowski announced that the IPLAR Report is almost ready to be submitted.
- *Discuss & Schedule Special Meeting for Review/Adoption of Strategic Plan*
The Board decided to start the September 20, 2021 meeting at 6 p.m. to conduct regular board business before discussing the strategic plan.

X. Communications

- *The next regular meeting will be held on Monday, September 20th at 6 p.m. at the Northfield Library.*

XI. Public Comments

No public comments.

XII. Adjourn to Closed Session

- **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 Sundell 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.

The MOTION passed on a voice vote and President Ruiz-Funes adjourned to a Closed Session at 8:31 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 Vandergrift.

The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 9:15 p.m.

Respectfully submitted,

Nicola White
Recording Secretary



[JP Ruiz-Funes \(Oct 14, 2021 10:27 CDT\)](#)

Jean-Paul Ruiz-Funes, President



[Thomas Sundell \(Sep 30, 2021 18:38 CDT\)](#)

Thomas Sundell, Secretary