

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

September 20, 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 6:07 p.m. A quorum was present.

II. Roll Call

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

Absent:

Present were library employees Nicola White (Business Services Coordinator) and Mark Swenson (Information Technology Manager). Present was Marc Futterman from CIVICTechnologies.

III. Public Comments

No public comments.

IV. Approve Minutes

- Approve Minutes of the August 16, 2021 Regular Meeting

President Ruiz-Funes announced the approval of the August 16, 2021 Regular Meeting Minutes.

V. Financial Report

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

VI. Library Report

LIBRARY DIRECTOR'S REPORT:

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

BOARD PRESIDENT'S COMMENTS:

President Ruiz-Funes proposed creating a Compensation Committee of the Board comprised of Trustees Mitchell and Gosselin to determine and recommend the compensation of the Library Director, and to also provide advice to the Library Director on any compensation matters.

VII. Liaisons to Other Organizations-Reports

- *Winnetka Village*- Trustee Mitchell stated that the Village of Winnetka will be reopening the conversation of their comprehensive plan.
- *Northfield Village*- Trustee Munoz stated that there was nothing new to report.

VIII. Unfinished Business

IX. New Business

- *Discuss & Approve Updated Patron Privacy & Confidentiality Policy*
A MOTION was made by Trustee Sundell to Approve the Updated Patron Privacy & Confidentiality Policy.

The MOTION passed on a voice vote.

- *Patron Statue Donation*
Director Dombrowski reported that Winnetka sculptor James Wolter reached out and offered to donate his sculpture, "The Reader" to the library.

The Board expressed their gratitude and asked Director Dombrowski to view the sculpture and decide where to best showcase it at the Winnetka Library. They also requested that Director Dombrowski obtain a plaque and determine a plan to best unveil it to the community.

- *Discussion and Vote on Resolution to Determine an Estimate of Funds Needed for Fiscal Year 2021-2022*
A MOTION was made by Trustee Van Neck to Approve the Resolution to Determine an Estimate of Funds Needed for Fiscal Year 2021-2022.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: 0

MOTION CARRIED

- *Discuss Strategic Planning Documents*
The Board discussed the strategic planning documents, and came to the following consensus:

Board of Trustees Consensus Guidance on Library Strategic Plan

Services

- Services are at the core of fulfilling the library's mission
- Services need to be rooted in a deep, insightful understanding of the patron segments (e.g., older adults, families with children, teens...). The "community" is not a monolith, and the needs and characteristics of the various segments need to be recognized and addressed individually
- Services need to be relevant and unique – the library's primary focus is on those services that no other community organization can deliver
- The library needs to maintain an appropriate balance between traditional services (e.g., physical books) and new services (e.g., ebooks) – recognizing, however, that the growth of the 24/7 digital library is a key priority

Staff

- Staff is the embodiment of the library
- Patrons value staff immensely for the excellent service they provide
- The library must demand excellent service from staff
- In return, the library needs to ensure that staff has access to the tools, training and coaching it needs to provide excellent service, with supporting organizational processes and managerial direction
- Staff needs to be compensated competitively, but not just monetarily – e.g., convey the community's emotional appreciation for a job well done
- The library should invest in staff capacity and capability, as needed to deliver excellent service, and measure the return on investment as with any other use of community resources

Facilities and Technology Support

- Facilities are a key dimension of the library's identity and service delivery. The library is not just a website
- The physical library needs to be a welcoming place where visitors develop and nurture a love of books and learning

- Continuing to improve the physical library experience is a key priority
- The physical space needs to recognize the specific needs of patrons, and especially those patron segments that value the physical library most
- Facilities are an extension of services. Space for the sake of space is not an objective
- Adequacy of technology tools (computers, networks, software, licensing, etc.) through maintenance and upgrades to support both internal staff needs and digital and other technology dependent services

Community Engagement

- Engaging with patrons, to understand their need and desires, is the library's primary vector of community engagement
- Engaging with other local organizations is important as a mean to understand our patrons' needs even better, and to optimize across the various organizations that serve the community at large
- Effective communications to inform and interest the community in the library's services, events, programs, collections

Financials

- Avoid fiduciary extremes – on the one hand, spend-because-we-can, and on the other hand, reckless conservatism
- Recognize general community aversion to tax/levy increases
- Ensure that every element of spend delivers value, and that any new investment delivers excellent return for the community
- Increasingly use sustainability/environmental stewardship as a lens to assess spend and investments, especially regarding facilities

Vision of Success

- Ensure that the library has a clear vision of what constitutes success 3-5 years out
- Define specific dimensions of success and associated relevant metrics to measure achievement

- *Discuss Schedule Adjustments for Review/Adoption of Strategic Plan*
The Board decided to discuss the Strategic Plan at the October Board Meeting and to hold a vote for final approval at the November Board Meeting.

X. Communications

- *The next regular meeting will be held on Monday, October 18th at 6 p.m. at the Northfield Library if the mask mandate is lifted. Otherwise, it will be held online as a virtual meeting.*
- *The Winnetka Library parking lot will be closed from 9/13 – 10/1 to install the new sidewalks and resurface the parking lot.*

XI. Public Comments

No public comments.

XII. Adjournment

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

The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 8:02 p.m.

Respectfully submitted,

Nicola White
Recording Secretary



JP Ruiz-Funes (Nov 7, 2021 08:46 CST)

Jean-Paul Ruiz-Funes, President



Thomas Sundell (Nov 2, 2021 14:01 CDT)

Thomas Sundell, Secretary