

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

November 18, 2019

**I. Call to Order**

The meeting was held at the Northfield Branch Library, 1785 Orchard Lane Northfield, 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, Raheela Anwar, Brian Johnson, Travis Gosselin, Katherine Casale MacNally and Deborah Vandergrift; and Library Director Rebecca Wolf.

Absent: None

Present were library employees; Nicola White (Administrative Assistant), Sarah Quish (Head of Communications & Marketing) and Stephanie Girardi (Collection Services Acquisitions Associate). Present were Winnetka residents Jeffrey Liss, Joan Esposito and Mary Shields. Present were Northfield residents Pat Doherty, Jeanne Doherty, Carol Ritchell, Amy Richmond, Ronda Franks, Sue Kelly, Patricia Andrew, Cricket Hauff, Patty Dodson, Fran Hersh, Nancy Blake, Greg Lungmus, Denise Gibson, Patti Morrell, Lois Neustadt, Robert Neustadt, Carla Pfister and Matt Pfister. Present was Wilmette resident Joan Scaccia. Present was Evanston resident Frank Biancalana. Present was Northbrook resident Susan Kelly. Present was Nancy Fox from the League of Women Voters. Present was Karen Ann Cullotta from the Chicago Tribune. Present was Tim Gavin from Lauterbach & Amen. Present was Sarah Keister Armstrong from Sarah Keister Armstrong & Associates.

**III. Public Comments**

Winnetka resident Joan Esposito expressed interest in meeting with the HR Committee.

Northfield resident Carol Ritchell expressed her disappointment with how the public comments are being recorded in the minutes and asked that the trustees not approve the minutes until their comments are recorded verbatim.

Northfield resident Amy Richmond expressed her concern with the amount of interlibrary loans occurring in the District.

Northfield resident Pattie Morrell expressed her unhappiness with the Library Director and the Board of Trustees and asked what avenues are available for her to effect change.

President Ruiz-Funes stated that the audio recordings from the past two meetings have been uploaded to the library website; the Board plans to videotape future meetings and upload those to the website as well. The board is not required to capture comments verbatim; the purpose of the minutes is to create an official record of the actions taken at a meeting.

**IV. Vote to Approve Consent Agenda**

- Vote to Approve Minutes of October 21, 2019 Regular Meeting
- Vote to Approve Minutes of November 4, 2019 Study Session

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

The MOTION passed on a voice vote.

**V. Financial Report**

- Director Wolf presented the October 2019 Financial Statements.  
A MOTION was made by Trustee Anwar to approve the October 2019 Financial Statements and seconded by Trustee Vandergrift.

The MOTION passed on a voice vote.

**VI. Library Report**

**BOARD PRESIDENT'S REPORT:**

President Ruiz-Funes addressed some of the concerns given during the Public Comments:

- The Special HR Committee is a committee of the Board, comprised of Trustee Casale MacNally, Trustee Vandergrift and the District's HR representative. They are not planning to have outside members; however, any input can be sent to them through email or by contacting directly
  - The Special HR Committee is on track to report to the Board at the December meeting.
- The HR committee will report in closed session to the Board and that the public will be given the information at the January meeting.
- In response to the public comment about replacing the trustees, President Ruiz-Funes stated that patrons are free to pursue that with the Caucus.

**LIBRARY DIRECTOR'S REPORT:**

Director Wolf reported:

- Erin Collins, Adult Services Librarian and Katie Cangelosi, Head of Circulation Services submitted impact stories about a jewelry making class and a new friend in Youth Services.
- Overall circulation is down 3%; however, the District continues to see growth in virtual circulation.
- Library Associates Meghan White and Lindsay Goldstein have been promoted internally and are now full-time librarians in the District.
- Maddy Belk has joined the District as a full-time Youth Services Librarian.
- Youth Services Associate Kathy Hargrave has retired from the District.
- The next Fireside Chat will be held on December 12 featuring Mark Swenson, Head of Information Technology.
- Meeting room usage has picked up again; the District is prepping for finals week.
- Virtual Services Coordinator Michael Cianfrani continues to work with staff on developing a new app for the District.
- The patio project has been put on hold until April due to weather conditions.
- The Source will be in homes by November 23.

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

- *Winnetka Village*- Trustee Johnson reported that the Village will be discussing the budget tomorrow evening. He also reported that the Village is taking proposals for 93 Green Bay Road.
- *Northfield Village*- Trustee Shoup reported that abstract artist Susan Bennett will have an exhibition at the Northfield Village Hall; the grand opening is December 3.

**VIII. Unfinished Business**

- *Report on Community Engagement and Responsiveness*

Director Wolf presented the November 2019 Monthly Report on Community Engagement and Responsiveness.

- *Next Steps from November 4, 2019 Study Session on Board Continuous Improvement*  
The trustees discussed the next steps for Board Continuous Improvement.
- *Discussion of Strategic Plan*  
Sarah Keister Armstrong, Strategic Planning Consultant presented the draft of the District's 2020-2022 Strategic Plan. The draft focused on four areas:
  - Strengthening community engagement
  - Expanding library service beyond its walls
  - Enhancing the library's ability to fit into community members' lives
  - Adopting a data-informed decision-making framework

President Ruiz-Funes asked for a more robust analysis of the data from the community survey and from the District's circulation statistics. He also suggested that a portion of the plan focus on the operations of the District, i.e. collections and budget. He asked that the library develop a specific step-by-step schedule for the completion of the strategic plan.

Trustee Anwar agreed and stated that she would like to see a refresh of the metrics they viewed during last strategic plan.

Sarah Keister Armstrong stated that she can work with staff to build a specific implementation plan and will provide the trustees with a suggested set of metrics for measuring progress.

## **IX. New Business**

- *Presentation of Annual Audit by Lauterbach & Amen*  
Tim Gavin, Senior Audit Manager from Lauterbach & Amen presented the District's 2018-2019 Financial Audit. The District was given an unmodified audit opinion, which is the highest level of assurance that Lauterbach & Amen can provide.
- *Discussion and Vote to Approve Annual Audit for Fiscal Year 2018-2019*  
A MOTION was made by Trustee Vandergrift to Approve the Annual Audit for Fiscal Year 2018-2019 and seconded by Trustee Johnson.

ROLL CALL VOTE

AYES: Trustees Anwar, Casale MacNally, Shoup, Johnson, Gosselin,  
Vandergrift and Ruiz-Funes

NAYS: 0

ABSENT:

MOTION CARRIED

- *Discussion and Vote on Fiscal Year 2019-2020 Tax Levy*  
A MOTION was made by Trustee Anwar to Approve the Fiscal Year 2019-2020 Tax Levy and seconded by Trustee Gosselin.

ROLL CALL VOTE

AYES: Trustees Anwar, Casale MacNally, Shoup, Johnson, Gosselin,  
Vandergrift and Ruiz-Funes

NAYS: 0

ABSENT:  
MOTION CARRIED

- *Discussion of Per Capita 2020 Requirements*  
Director Wolf discussed with the board the 2020 Per Capita Grant requirements. The requirements have been completed and the application is ready to be submitted.

**X. Communications**

- *The District will close at 5 p.m. on Wednesday, November 27. The District will be closed on Thursday, November 28 in observance of the Thanksgiving holiday.*

**XI. Public Comments**

Northbrook resident Susan Kelly provided data and addressed the District turnover rate, visitorship, collection and performance with library cards. She also stated that she was disappointed that requests to add verbatim comments to the minutes were not granted.

Northfield resident Lois Neustadt expressed her unhappiness with Director Wolf.

Northfield resident Robert Neustadt asked the trustees about the checks to the PR firm that are listed in the board packet.

**XII. Adjournment**


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



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Jean-Paul Ruiz-Funes, President



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Suzanne Shoup, Secretary