

**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
MINUTES OF A STUDY SESSION
OF THE BOARD OF TRUSTEES**

November 4, 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 7:06 p.m. A quorum was present.

II. Roll Call

Present: President Jean-Paul Ruiz-Funes, and Trustees Brian Johnson, Travis Gosselin, Raheela Gill Anwar, Deborah Vandergrift, Suzie Shoup and Katherine Casale MacNally; and Library Director Rebecca Wolf.

Absent:

Present was library employee Nicola White (Administrative Assistant). Present was Winnetka resident Jeffrey Liss. Present were Northfield residents Carol Ritchell and Lois Neustadt. Present was Northbrook resident Susan Kelly.

III. Public Comments

No public comments.

IV. Presentation and Discussion on Board & Library Continuous Improvement by Vice President Gosselin

Trustee Gosselin presented his ideas for improving the effectiveness, efficiency and transparency of the Board of Trustees and District operations and services.

Effectiveness

- Implement a midyear review of the Library Director
 - The trustees were all in agreement with this concept
 - Trustee Anwar suggested a more weighted approach for evaluating the Director's performance objectives
 - The trustees discussed having more written documentation of the Director's review
- Create a board policy about handling patron feedback
 - The trustees agreed, believing that they should have one voice
 - President Ruiz-Funes suggested creating a spreadsheet to keep track of patron feedback
- Create a SharePoint site for all patron feedback, news articles, and other library information
 - The Board agreed and plan to meet with Mark Swenson, Head of Information Technology to discuss their options
- Open Meetings Act (OMA)
 - The trustees will be dedicating the next Board Study Session to OMA training

- Create an annual meeting among consortium presidents
 - Trustee Shoup suggested that the Board reach out to Northshore libraries first

Efficiency

- Condense the board packet by eliminating materials rarely discussed in meetings, highlighting only large expenses on the check register, and presenting graphs on a quarterly basis
 - Trustee Anwar suggested keeping all the checks in the board packet; the other trustees agreed
 - Trustee Anwar suggested adding a management discussion and analysis to the budget
 - President Ruiz-Funes suggested holding off on any changes to the board packet until next year

Transparency

- Create board brief emails that patrons can opt into that highlight important topics that were discussed during the board meetings
 - The trustees were very interested in implementing this idea
- Add trustee photos, biographies and a Board FAQ to the website
 - The trustees agreed with this suggestion, and discussed using Evanston Public Library's "Board of Trustees" page as a guideline
- Videotape the board meetings
 - The trustees were all in agreement that they should be videotaping their meetings

Improving Library Operations/Services

- Add a library card value calculator to the website
- Eliminate fines
 - The trustees asked to see data from Indian Trails and other sister libraries
- Make returns more convenient by adding more drop boxes around town
 - The trustees were all in agreement that adding more book drop boxes would be a tremendous benefit to patrons

V. Public Comments

Northbrook resident Susan Kelly gave suggestions regarding the library card value calculator, eliminating fines, and fine forgiveness.

Northfield resident Carol Ritchell thanked Trustee Gosselin for his presentation and stated that she agreed with many of his ideas, such as the board brief emails, trustee biographies, and videotaping the meetings.

Winnetka resident Jeffrey Liss thanked Trustee Gosselin for his impressive presentation, and offered suggestions regarding the Director's evaluation, patron feedback, community surveys and board packets. He also suggested that the trustees consider arranging a fieldtrip to other libraries to see what they are doing.

Northfield resident Lois Neustadt thanked Trustee Gosselin for his presentation. She stated that for transparency purposes she agrees that it is important to keep all the checks printed in the board packets. She also suggested that the District add their Collection Development Policy to the website.


President Ruiz-Funes thanked those who gave comments for their feedback.

VI. Adjournment

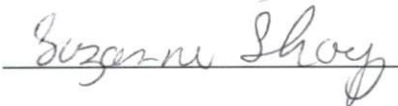
There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Gill Anwar and seconded by Trustee Casale MacNally. President Ruiz-Funes adjourned the meeting at 8:35 p.m.

Respectfully submitted,

Nicola White
Recording Secretary



Jean-Paul Ruiz-Funes, President



Suzanne Shoup, Secretary