

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

December 16, 2024

I. Call to Order

The meeting was held at the Northfield Library, 1785 Orchard Ln., Northfield, Illinois. President Mitchell called the meeting to order at 7:02 p.m. A quorum was present.

II. Roll Call

Present: Trustees Travis Gosselin, Matt Kinnich, Sarah Munoz (online), Ranjini Shankar, Thomas Sundell, Sarah Tegel, and Board President Melissa Mitchell; and Library Exec. Director Monica Dombrowski.

Present were library employees Luvia Melero and Mark Swenson, as well as Engberg Anderson representative Kristin Richardson and ATA Group representative Raj Nagaraja.

III. Public Comments

No comments.

IV. Approval of Minutes

Approve minutes of the November 18, 2024 regular meeting.

President Mitchell announced approval of the November 18, 2024 Regular Meeting Minutes.

V. Financial Report

Trustee Munoz presented the November 2024 Financial Statement.

VI. Library Reports

Library Director's Report

Exec. Director Dombrowski presented the November 2024 Director's Report, which was included in the board packet for December 16, 2024. Analysis needed on the decline in library usage by Kenilworth cardholders.

Board President's Report

President Mitchell had nothing to report.

VII. Liaison Reports

Winnetka Village – Trustee Gosselin had nothing to report

Northfield Village – Trustee Kinnich reported that the village is exploring five options relative to the Willow/Happ Rd. re-build.

VIII. Unfinished Business

- *Update on the Winnetka Library Safety Project*
Kristin Richardson of EA presented the current plans, considerations, and estimated costs for the safety project, including certain items to be done in conjunction with the project that had been separately planned, such as lobby and youth section flooring. Project timeline is being impacted by issues such as a village special permit requirement and a utility easement for library park.

The new cost estimate being considerably higher than the prior budget, by voice vote it was decided by the board to not include the added display and adult section shelving.

On motion to approve the additional expense for the shelving by Trustee Sundell and by roll call vote, it was denied by the board:

ROLL CALL VOTE

AYES: Trustees Sundell and Tegel

NAYS: Trustees Gosselin, Kinnich, Munoz, and Shankar, and President Mitchell.

- *Update on the Northfield Library Renovation Project*
Exec. Director Dombrowski provided an update, stating that four architectural firms were chosen as candidates to bid and present in January. Additionally, the village will be replacing the roof on the building in the spring, 2025.

IX. New Business

- *Presentation of FY23-24 Financial Audit*
Raj Nagaraja of ATA Group presented the audit opinion and report to the board, noting that the library district received a clean audit opinion. The audit report was included in the board packet.
- *2024 Review of Standards for Illinois Libraries*
Exec. Director Dombrowski discussed those few items in the WNPLD response that are underway to meet standards or where standards cannot be met, such as the limited parking at the Winnetka branch. The WNPLD response was included in the board packet.
- *Review & Approval of Proposed Northfield Lease Extension*
The Village of Northfield has approved a one-year extension on the lease of the Northfield branch on the same terms as the existing lease, with the option of existing the lease an additional year beyond that timeframe. The revised lease was included in the board packet.

On motion to approve the amended lease and its extension by Trustee Sundell and by roll call vote, it was approved by the board:

ROLL CALL VOTE

AYES: Trustees Gosselin, Kinnich, Munoz, Shankar, Sundell, and Tegel, and President Mitchell.

NAYS: None.

X. Communications

The next regular meeting of the board will be held on Wednesday, January 22nd at 7 p.m. at the Winnetka Library.

The library will be closed on Tuesday, December 24th, Wednesday, December 25th, December 31st, 2024 and January 1st 2025 for the holidays.

XI. Public Comments

Jeffrey Liss commented that the safety project plans to be reassured that the bathrooms are unisex and that consideration be given to not require low stooping in any new shelving.

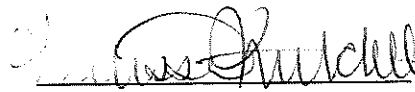
XII. Adjournment


There being no further business to come before the Board, a Motion to adjourn was made by Trustee Kinnich.

The Motion passed on voice vote and President Mitchell adjourned the meeting at 8:32 p.m.

Respectfully submitted,

Thomas Sundell
Board Secretary


Melissa Mitchell, President


Thomas Sundell, Secretary

