

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

March 18, 2023

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 7:01 p.m. A quorum was present.

II. Roll Call

Present: President Melissa Mitchell, Trustees Matt Kinnich, Ranjini Shankar, Travis Gosselin, Thomas Sundell, Sarah Munoz (arrived after the meeting's beginning, during the Financial Report), and Library Director Monica Dombrowski.

Present were library employees Mark Swenson (IT Manager) and Luvia Melero (Business Manager). Present were Village of Northfield Trustees Matt Galin and Tracey Mendrik. Present were Shaun Kelly and Nicole Horn of Engberg Anderson Architects and John Shales of SMC Construction Services. Present were district residents Sarah Tegel and Jeffrey Liss; following the resolution and oath of office, Sarah Tegel became a Board Trustee.

III. Organizational Meeting of the Board

Resolution to appoint a new trustee member of the board

Resolution appointing Sarah Tegel as the new trustee member, filling the term for the position opened by former trustee Deborah Vandergrift's resignation, was approved by voice vote.

Oath of office

Sarah Tegel completed the oath of office administered by Trustee Sundell as Secretary of the Board.

IV. Public Comments

No public comments.

V. Approval of Minutes

Approve minutes of the January 22, 2024 regular meeting.

President Mitchell announced approval of the February 19, 2024 Regular Meetings Minutes.

VI. Financial Report

Director Dombrowski presented the February 2024 Financial Statement, supplemented by Trustee Munoz upon her arrival.

VI. Library Reports

Library Director's Report

Director Dombrowski presented the February 2024 Director's Report, which was included in the March 2024 board packet.

Board President's Report

President Mitchell had nothing to report.

VII. Liaison Reports

Winnetka Village – Trustee Gosselin reported on the coming Willow Rd. closure and the new executive for the Winnetka Caucus.

Northfield Village – Trustee Kinnich reported that the Village of Northfield, meeting on March 19, will consider a budget allocation to support the Northfield library renovation of a proposed \$700,00.

VIII. Unfinished Business

- *Update on the Northfield Library Renovation Project*

Shaun Kelly of Engberg Anderson Architects presented the deeper design development for the renovation, which was used by SMC Construction Services to secure more accurate estimates for a working budget. John Shales of SMC then presented the working budget, explaining significant changes from the original concept budget.

X. New Business

- *Approval of Minutes of Meetings Lawfully Closed under the Open Meetings Act*
- *Approval of Resolution Determining Release of Closed Session Minutes*
- *Approval of Resolution Approving Destruction of Closed Session Recordings*

Based on the review of closed session minutes prior to July 1, 2022 by Trustees Shankar and Kinnich, Trustee Sundell made a motion to approve such minutes and to not release such minutes, which was approved by voice vote, subject to a modification of the resolution to list all such prior minutes (back to July 1, 2011). A motion by Trustee Sundell to destroy such minutes recordings, not previously destroyed under prior resolutions, was approved by voice vote.

- *Discussion & approval of FY24-25 Board Meeting Dates*

Director Dombrowski presented the proposed meeting dates as appended in the board packet. Trustee Gosselin made a motion to approve such dates subject to modifications for January, February, and June to January 22, 2025, February 19, 2025, and June 18, 2024. The motion carried on voice vote.

XI. Communications

The next regular meeting of the board will be held on Monday, April 15th at 7 p.m. at the Winnetka Library

XII. Public Comments

Jeffrey Liss commented on the Northfield Library renovation with respect to the relative responsibility of the Village of Northfield as landlord and the Library District as tenant, and regarding the anticipated period of the branch library's shutdown during construction.

XII. Adjournment

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

The Motion passed on voice vote and President Mitchell adjourned the meeting at 8:53 p.m.

XIII. Return to Open Session

Returning to Open Session at 10:13 p.m.

XIV. Adjournment

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

The Motion passed on voice vote and President Mitchell adjourned the meeting at 10:14 p.m.

Respectfully submitted,

Thomas Sundell
Board Secretary

Melissa Mitchell Melissa Mitchell, President

Thomas K. Sundell Thomas Sundell, Secretary

