

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

October 21, 2024

I. Call to Order

The meeting was held at the Winnetka Library, 768 Oak St., Winnetka, Illinois. President Mitchell called the meeting to order at 7:03 p.m. A quorum was present.

II. Roll Call

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

Present were library employees Mark Swenson and Luvia Melero.

III. Public Comments

No comments.

IV. Approval of Minutes

Approve minutes of the September 16, 2024 special and regular meetings.

President Mitchell announced approval of the September 16, 2024 Special Regular Meetings Minutes and September 16, 2024 Regular Meeting Minutes.

V. Financial Report

Trustee Munoz presented the September 2024 Financial Statement, which occasioned discussion of the increase in numbers of voided checks.

VI. Library Reports

Library Director's Report

Director Dombrowski presented the September 2024 Director's Report, which was included in the board packet for October 21, 2024.

Board President's Report

President Mitchell reminded members that the Winnetka Caucus is conducting its fall meeting on November 7.

VII. Liaison Reports

Winnetka Village – Trustee Gosselin echoed the notice of the Winnetka Caucus meeting and the proposed slate of library trustee candidates, of which one position remains open. The board confirmed the steps necessary to fill the open trustee position in the event no additional candidate qualifies for the April election.

Northfield Village – In Trustee Kinnich’s absence mention was made of the status of the round-about project in Northfield.

VIII. Unfinished Business

- *Update on Northfield Library Renovation Project*
Exec. Director Dombrowski confirmed that phase I documents were sent to Northfield Village Manager Patrick Brennan, and that on October 15, he sent out the RFQ to a wide set of architectural firms, of which three have already indicated their intention to propose. She outlined the steps and timing going forward on the project through the architectural firm(s) selection.
- *Update on Winnetka Library Safety Project*
Exec. Director Dombrowski stated the steps taken through the 2nd design meeting and the intent for a 3rd design meeting and resulting final pricing for the necessary changes. This includes likely further asbestos remediation as a result of discovering additional suspect asbestos after the movement of bookcases.
- *Discussion and Vote on Update Meeting Room Policy*
After agreeing on two further modifications (1. specifying the three meeting rooms; 2. allowing use for benefit events on behalf of the library), on motion by Trustee Munoz, the Trustees approved the meeting room policy by voice vote.

IX. New Business

- *Update on FY24-25 Q1 Strategic Planning Activities*
Exec. Director Dombrowski presented the update, outlined in the October Board packet. Discussion followed on the intent to refresh the strategic plan as the existing plan activities are completed as of year-end, with the exception of the Northfield Library renovation. Exec. Director Dombrowski suggested that the refresh process begin following year-end to cover a five-year period, with the process handled internally and report out in June 2025.
- *Discussion of Draft FY24-25 Levy*

As contained in the October Board packet, the proposed levy was presented by Exec. Director Dombrowski.

X. Communications

The next regular meeting of the board will be held on Monday, November 18th at 7 p.m. at the Winnetka Library.

The Winnetka library will be a polling place for the November 5 general election.

XI. Public Comments

No comments


XII. Adjournment

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


The Motion passed on voice vote and President Mitchell adjourned the meeting at 8:02 p.m.

Respectfully submitted,

Thomas Sundell
Board Secretary



Melissa Mitchell, President



Thomas Sundell, Secretary

