

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

September 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 7:05 p.m. A quorum was present.

**II. Roll Call**

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

Absent: Trustee Sarah Munoz

Present were library employees Mark Swenson and Luvia Melero.

Present online was District resident Jeffrey Liss.

**III. Public Comments**

Jeffrey Liss asked for an explanation of other revenue sources in addition to taxation.

**IV. Approval of Minutes**

*Approve minutes of the August 19, 2024 regular meeting.*

President Mitchell announced approval of the August 19, 2024 Regular Meeting Minutes.

**V. Financial Report**

Executive Director Dombrowski presented the August 2024 Financial Statement.

**VI. Library Reports**

*Library Director's Report*

Executive Director Dombrowski presented the August 2024 Director's Report, which was included in the board packet for September 16, 2024.

*Board President's Report*

President Mitchell had nothing to report.

**VII. Liaison Reports**

*Winnetka Village* – Trustee Gosselin had nothing to report other than the Caucus survey being open until the 19th.

*Northfield Village* – Trustee Kinnich reported that controversy in Northfield over the proposed roundabout makes it unlikely that construction of it and the library renovation will coincide.

#### **VIII. Unfinished Business**

- *Update on Northfield Library Expansion Project*  
Executive Director Dombrowski reported that she expects to receive the draft RFQ for architectural firm candidates from Patrick Brennan, the Northfield Village Manager, this week.

#### **IX. New Business**

- *Discussion and approval of the Updated Circulation Policy*  
Executive Director Dombrowski stated the change in content, as previously requested by the board. The motion by Trustee Gosselin to approve the revised policy was approved by voice vote.
- *Update in Winnetka Library safety upgrade project*  
Executive Director Dombrowski reported on the meeting which she attended with the architect firm on safety upgrades and outlined the proposed upgrades, which included: 1. an emergency exit on the library's east side, which would entail a shift of shelving, a concrete pad outside the door, and a concrete walkway to the public sidewalk, the latter requiring IDOT approval, an expensive and lengthy process; 2. a change of placement of the central reception desk; 3. combining the plats for the library property and library park; 4. replacing the north side entry walkway and steps with a ramp.

The board requested further exploration of alternatives to 1. the sidewalk connection and 2. the proposed ramp, due to the expense and timing of the proposed solutions.

- *Potential revisions to the Meeting Room policy*  
Added as a new business item during the meeting in light of recent incidents at the Northfield library and at the neighboring library in Northbrook, which incidents were described by Executive Director Dombrowski and President Mitchell. The question raised was whether to revise the policy to reflect meeting security when topics are contentious and over adherence to policies by meeting room users.

The board requested that Executive Director Dombrowski determine and then report to the board the language used in such policies by other libraries, such as Northbrook Public Library's referral of security need determination by the local police department.

#### **X. Communications**

The next regular meeting of the board will be held on Monday, October 21<sup>st</sup> at 7 p.m. at the Winnetka Library.

**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 Shankar.

Closed Session 5 ILCS 120/2(c)(1): To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library district.

The Motion passed on voice vote and President Mitchell adjourned the meeting at 8:15 p.m.

**XII. Return to Open Session**

Returning to Open Session at 9:00 p.m.

**XIII. Adjournment**

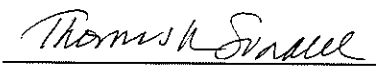
There being no further business to come before the Board, a Motion to adjourn was made by Trustee Gosselin.

The Motion passed on voice vote and President Mitchell adjourned the meeting at 9:01 p.m.

Respectfully submitted,

Thomas Sundell  
Board Secretary

  
Melissa Mitchell, President

  
Thomas Sundell, Secretary

