

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF LIBRARY TRUSTEES OF THE
COOK MEMORIAL PUBLIC LIBRARY DISTRICT

March 21, 2017

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, March 21, 2017 at the Cook Park Library, 413 N. Milwaukee Ave., Libertyville, Illinois. A quorum being present, the meeting was called to order by President Bonnie Quirke at 6:30 p.m. Trustees present at roll call in addition to Ms. Quirke were: Rob Schuler, Jim Larson, Ann Oakley, Nate Johnson, and Wendy Vieth. Tom Milowski was absent.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua, and Administrative Assistant Gabriella Pantle. In addition, district resident Mike Henneberry was present.

Public comment: None.

Approval of the Minutes: Mr. Johnson made a motion, seconded by Mr. Larson, to approve the minutes of the regular meeting of February 21, 2017. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Milowski was absent. Motion carries.

Approval of the Bills: Mr. Johnson made a motion, seconded by Mr. Larson, to approve the Bills Paid Report from February 17, 2017 through March 17, 2017 in the amount of \$606,340.91. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Milowski was absent. Motion carries.

Report of the Director: Mr. Archer reported that the visitor count on a year-to-year basis is still up with circulation still being slightly down. The numbers for eResources are declining primarily due to eMusic being discontinued and that DVDs and CDs are declining as well. He announced that the Districts 70 and 73 Art Shows are in full swing with artwork being displayed until early April and reported that the Illinois Liquor Control Act was amended in 2016 to allow public libraries to serve alcohol during educational and cultural events. The library must have an alcohol policy and the board must authorize the sale for each event. At the upcoming March 29th Policy Committee meeting, trustees will review an alcohol policy drafted by legal counsel. The policy will be needed should the board wish to host a fundraiser in which alcohol would be served to attendees. Mr. Archer then provided an architect update. Product Architecture + Design has begun work on the Aspen Drive Library Expansion Study authorized by Trustees at the February board meeting. The architects have reviewed existing drawings of Aspen to generate a full understanding of the facility and worked with engineers to analyze the existing building systems in order to identify any issues related to potential future expansion. They have met with senior managers to discuss the needs of an expanded building and the project's goals. They also met with 30 Aspen-based staff and managers on March 14th to discuss the limitations of the current building and review priorities for a potential expansion. Architects had a successful meeting with Village of Vernon Hills officials to discuss engineering issues related to the

potential expansion. At this point, they will develop several expansion options to determine a size that enables the Library to best meet the current and future goals established during the programming phase. Budget estimates for each of the expansion options identified in the planning phase will be prepared as well. Once the study is complete, Trustees will review each of the various expansion options. Trustees may elect to go forward with a specific option, a combination of multiple options, or wait until a later time. Mr. Archer ended his report by noting the events that he has participated in within the last month.

Approve the Report of the Director: Mr. Larson made a motion, seconded by Ms. Vieth, to approve the Report of the Director. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Milowski was absent. Motion carries.

Report of the President: Ms. Quirke reported that she and Mr. Archer had discussed adopting an Alcohol Policy for the purpose of holding an event or fundraiser should the plans for an expansion of the Aspen Drive Library go forward.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance and Employee Practices: A meeting is scheduled for April 12, 2016 at 6 p.m. at the Cook Park Library.

Policy Review: A meeting is scheduled for March 29, 2017 at 6:30 p.m. at the Cook Park Library.

Building and Grounds: No report.

Development Committee: No report.

Resources, Services and Long Range Planning: No report.

Libertyville Parking Commission Representative: Ms. Vieth reported that the elevator in the parking garage is now working and all the signage is up. The garage is heavily used.

Friends Representative: No report.

RAILS Representative: No report.

Historical Society Representative: No report.

Technology: No report.

Other Business: None.

Communications: Ms. Oakley would like staff to explore ways of promoting the museum at the naval base through social media.

Public questions: None.

Adjournment: Ms. Vieth made a motion, seconded by Mr. Larson, to adjourn the meeting. Having no further business, the meeting was adjourned at 7:05 p.m. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Milowski was absent. Motion carries.

Respectfully submitted,

Rob Schuler, Secretary

Bonnie Quirke, President