

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

April 18, 2017

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, April 18, 2017 at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, 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: Tom Milowski, Rob Schuler, Jim Larson, and Ann Oakley. Nate Johnson and Wendy Vieth were absent.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua, and Executive Administrative Assistant Gabriella Pantle. Also present were trustee candidates Mike Henneberry and Phyllis Dobbs and district resident Harry Bishop.

Public comment: None.

Sunrise Rotary Club Request: Mr. Larson made a motion, seconded by Ms. Oakley, to approve Sunrise Rotary Club's request to close Church Street adjacent to the Cook Park Library for the North Shore Wine, Beer, Cigar and Food Fest from 4 pm ~~Friday~~ ~~Saturday~~, August 25, 2017 to ~~4~~ ~~pm~~ noon Sunday, August ~~26~~ ~~27~~, 2017. The Library's delivery driveway and exit to Church Street will not be available during this time. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Mr. Johnson and Ms. Vieth were absent. Motion carries.

Mr. Johnson joined the meeting at 6:34 p.m.

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

Mr. Schuler made a motion, seconded by Mr. Larson, to approve the minutes of the special meeting of March 23, 2017. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Vieth was absent. Motion carries.

Approval of the Bills: Mr. Milowski made a motion, seconded by Mr. Larson, to approve the Bills Paid Report from March 18, 2017 through April 14, 2017 in the amount of \$561,971.16. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Vieth was absent. Motion carries.

Report of the Director: Mr. Archer reported that the visitor counts were up again at both locations. 2% at Cook Park and 5% at Aspen Drive. Other numbers are holding steady compared to last year except checkouts for hardcover fiction and nonfiction books for both children and

adults which are up slightly. He announced that optical scanners were installed at all the self-checkout stations, which enable patrons to checkout materials using a library card barcode app on their smartphones. He did mention that patrons still need to keep track of their physical library cards and should store them in a secure location. He also announced that the Library's new text messaging service Shoutbomb! is live and will be unveiled to the public very soon. This service enables users to sign up to receive text messages about holds ready for pick up, items due soon, and overdue materials. Patrons will also be able to renew items and request lists of holds and items due soon. He noted that this service can also send messages in Spanish and will be in addition to the notices already sent via email or print/phone. Mr. Archer then provided an update on grants.

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

Report of the President: Ms. Quirke encouraged trustees to volunteer for the upcoming Friends Book Sale.

Update on Expansion Study at Aspen Drive Library: Mr. Archer reported that the core group has met with the architects 3 times since the last board meeting and that the architects should have three proposals to present to the board. He also reported that the architects met with District 73 to discuss their planned expansion at the Sullivan Center and they met with the Village of Vernon Hills this morning..

Resolution 2016-2017/5 approving and adopting a policy regarding the delivery and sale of alcoholic beverages in buildings owned by the Cook Memorial Public Library District: Mr. Archer explained that this resolution establishes a policy that permits the delivery and sale of alcoholic beverages in buildings owned by the Library District. The Illinois Liquor Control Act was amended in 2016 to allow public libraries to serve alcohol during educational or cultural events if the library has an alcohol policy and the board authorizes the sale for each event. Adoption of this resolution creates a new policy that provides CMPLD the opportunity to hold fundraising events at the library where alcohol could be served. The policy being presented was drafted by library legal counsel and reviewed by members of the Policy Committee who is unanimously recommending it for approval by the full board. Mr. Schuler then made a motion, seconded by Mr. Larson to approve Resolution 2016-2017/5. Roll call was as follows: Ayes; Ms. Quirke and Mr. Johnson. Nays; Ms. Oakley, Mr. Larson, Mr. Schuler, and Mr. Milowski. Ms. Vieth was absent. Motion fails. After a long discussion about the parameters of the resolution and policy, Mr. Milowski made a motion, seconded by Mr. Larson, to review and revise the resolution and the policy to be inclusive of CMPLD events only and then bring it back to the board. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Vieth was absent. Motion carries.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance and Employee Practices: Mr. Milowski announced that it is the committee's recommendation to approve the FY 2017-2018 Operating Budget. Not requiring a second, roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Vieth was absent. The FY 2017-2018 Operating Budget is approved.

Mr. Milowski then reported that at their last Finance meeting, the committee had discussed financing options for the potential expansion at Aspen. Since a referendum probably won't pass, the committee discussed using a combination of cash in the bank and debt to see how this project can be funded. Mr. Milowski's recommendation is to have a \$4M cash contribution and a \$2 - \$3M bond issuance. This would allow the District to fund the expansion with no increase in taxes or levy.

Policy Review: Ms. Oakley reported that the committee had a meeting on March 29 and that five policies had been reviewed. The Finance Policy had been reviewed by legal counsel with no substantive changes and is a committee recommendation to approve these changes as presented. Not requiring a second, roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley and Mr. Johnson. Nays; none. Ms. Vieth was absent. The revised Finance Policy is approved. The Drug-Free Workplace Policy was updated to add language permitting alcohol consumption in specific circumstances as detailed in the proposed Alcoholic Beverages Sales and/or Delivery Policy. However, since the Resolution approving and adopting an Alcohol Policy did not pass, the committee would like to table the changes proposed to the Drug Free Workplace Policy. Ms. Oakley then went on to report that the Personnel Policy was updated to reflect a change in state law related to the use of sick leave for the care of stepchildren and stepparents. It is a committee recommendation to approve these changes as presented. Not requiring a second, roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley and Mr. Johnson. Nays; none. Ms. Vieth was absent. The revised Personnel Policy is approved. The Electronic Participation in Board Meetings Policy was due for its bi-annual review and no changes were proposed. It is a committee recommendation to approve. Not requiring a second, roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Oakley, and Mr. Johnson. Nays; Ms. Quirke, Mr. Milowski abstained and Ms. Vieth was absent. Mr. Larson made a motion, seconded by Mr. Schuler, to take this policy back to committee for review. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Vieth was absent. Motion carries.

Building and Grounds: Possible meeting in May.

Development Committee: No report.

Resources, Services and Long Range Planning: No report.

Libertyville Parking Commission Representative: No report.

Friends Representative: The book sale is this weekend.

RAILS Representative: No report.

Historical Society Representative: The program last night was very well attended.

Technology: No report.

Revised Use of the Library Policy: Mr. Archer explained that changes to this policy were discussed by committee members at their March 29 meeting. Because this policy wasn't included as an agenda item for the Policy Committee meeting, no formal recommendation to the full board for approval could be taken by the Committee. Therefore, approval of this Policy will require a motion. He further explained that the policy has been amended to include information on appropriate use of the Library's new 3D printer. Mr. Johnson made a motion, seconded by Mr. Larson to approve these changes. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley and Mr. Johnson. Nays; none. Ms. Vieth was absent. Motion carries.

Other Business: Mr. Schuler made a motion, seconded by Ms. Oakley to approve Resolution 2016-2017/6 honoring Tom Milowski for his service as a trustee. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley and Mr. Johnson. Nays; none. Ms. Vieth was absent. Motion carries.

Communications: None.

Public questions: None.

Adjournment: Mr. Milowski made a motion, seconded by Ms. Oakley, to adjourn the meeting. Having no further business, the meeting was adjourned at 7:54 p.m. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Vieth was absent. Motion carries.

Respectfully submitted,

Rob Schuler, Secretary

Bonnie Quirke, President