

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

December 19, 2017

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, December 19, 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: Jim Larson, Phyllis Dobbs, Wendy Vieth, Nate Johnson, and Rob Schuler. Ann Oakley was absent.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua and Administrative Assistant Gabriella Pantle. Also present were district residents Harry Bishop and Sonali Patil.

Ms. Oakley joined the meeting immediately following roll call at 6:31 p.m.

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 November 14, 2017. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Quirke, Ms. Oakley, Mr. Johnson, Mr. Schuler and Ms. Vieth. Nays; none. Motion carries.

Approval of the Bills: Mr. Schuler made a motion, seconded by Mr. Larson, to approve the Bills Paid Report from November 11, 2017 through December 13, 2017 in the amount of \$653,305.82. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Quirke, Ms. Oakley, Mr. Johnson, Mr. Schuler and Ms. Vieth. Nays; none. Motion carries.

Report of the Director: Mr. Archer reported that the library's podcast hit a milestone in November with its 50th episode. Podcasts have been downloaded over 4,000 times since its inception in 2016 and feature topics such as book recommendations, library news, author interviews and local history stories. Podcasts can be subscribed to via iTunes or any preferred podcasting app. He announced that for the fourth consecutive year, CMPLD has been recognized as a "Star Library" by *Library Journal*. CMPLD is one of only 259 libraries out of 7,000 nationwide to receive this recognition. Star Libraries are identified based on per capita library visits, checkouts, program attendance, and eLibrary use. He also announced that Lt. Governor Evelyn Sanguinett recognized the LINKin Consortium as an example of best practices of local governments working together to share services. CMPLD is one of nine suburban libraries in the consortium that share library materials via a single catalog interface. The collection of nine libraries include over 2 million titles, 40% of which are unique to individual libraries. CMPLD patrons borrowed 16,250 titles from consortium members and lent 7,563 in FY2017. He then reported that the library was closed for staff training the morning of December 8 and that it went well. He then reminded trustees that the Illinois Library Trustee Forum Workshop is taking place

on Saturday, February 17, 2018 at the Chicago Marriott in Oak Brook and to contact Gaby if they are interested in attending.

Approve Report of the Director: Ms. Vieth made a motion, seconded by Mr. Larson, to approve the Report of the Director. A suggestion was made to include a count of actual programs instead of just program attendance and to show types of programs too when possible. Mr. Archer will implement that. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Quirke, Ms. Oakley, Mr. Johnson, Mr. Schuler and Ms. Vieth. Nays; none. Motion carries.

Report of the President: Ms. Quirke announced that she and Mr. Archer are working on recruiting members for a steering committee for the Feasibility Study and have extended invitations to former trustees Steve Risley, Tom Koo, Mary Ann Phillips and Karen Broms. They hope to have the committee in place by January and to schedule a meeting shortly after.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: Ms. Quirke announced that the committee has nothing to report at this time but have a meeting scheduled on January 12 at 2PM.

Policy Review: Ms. Quirke announced that she would like to move Agenda item 10a to 9b under Policy Review. Mr. Archer then reported that on November 16, 2017, the governor signed Public Act 100-0554 (the “Sexual Harassment Bill”), which requires governmental units to adopt a sexual harassment policy by resolution that complies with the law’s new requirements and that it must be adopted no later than Tuesday, January 16, 2018. Legal counsel reviewed the Library’s existing Sexual Harassment Policy and made several changes to ensure compliance with the new statutory requirements. Due to time limitations, President Quirke directed administration to take the resolution and revised policy directly to the board rather than going through committee. Ms. Oakley then made a motion, seconded by Ms. Dobbs to approve Resolution 2017-2018/6 approving and adopting a revised sexual harassment policy. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Quirke, Ms. Oakley, Mr. Johnson, Mr. Schuler and Ms. Vieth. Nays; none. Motion carries.

Building and Grounds: Ms. Vieth announced that the committee has nothing to report at this time but have a meeting scheduled on January 23, 2018 at 6PM before the regular board meeting.

Development: Mr. Johnson went over funding scenarios 7, 8, 9, 10, 10.5 and 11. Trustees then conducted an informal survey. The results from most favorable to least favorable are listed and explained below.

Scenario 10 reflects the issuance of \$4,555,000 in General Obligation Debt Certificates and a \$2 million cash contribution with debt service payments that increase in later years so that the projected fund balances in the any year would not be below \$1,600,000. **This scenario best shows the library making efficient use of the library’s reserves while at the same time taking advantage of the low interest rate environment.**

Scenario 10.5 reflects the issuance of \$4,555,000 in General Obligation Debt Certificates and a \$2 million cash contribution with debt service payments that increase in later years so that the projected fund balances in the any year would not be below \$2,000,000.

Scenario 11 reflects the issuance of \$5,065,000 in General Obligation Debt Certificates and a \$1.5 million cash contribution with debt service payments that increase in later years so that the projected fund balances in the any year would not be below \$1,600,000.

Scenario 7 reflects the issuance of \$4,555,000 in General Obligation Debt Certificates and a \$2 million cash contribution with level debt service payments.

Scenarios 8 and 9 received no ratings at all.

Resources, Services and Long Range Planning: No report.

Village of Libertyville Parking Commission Representative: No report.

Friends' Representative: No report.

RAILS Representative: No report.

Historical Society Representative: Ms. Quirke reported that the Cook House tours this holiday season had a lower than normal turnout.

Technology Committee: No report.

Adhoc Committee for Cooperative Opportunities: Ms. Vieth explained that the Village of Vernon Hills would like the library's support to construct an access road on the Library's Aspen Drive property to Hawthorn 73's proposed new kindergarten building. Mr. Johnson made a motion, seconded by Mr. Schuler to approve Resolution 2017-2018/7 expressing Cook Memorial Public Library District's support for use of the easternmost portion of the Library's Aspen Drive property for the construction of an access road to Hawthorn School District 73's proposed new kindergarten building. A long discussion ensued on exactly where the road would be constructed, how often it would be used, what time of day it would be used, and who exactly would be using it. Mr. Johnson explained that the plan is for it to only be used by buses to drop children off in the morning and to pick them up again in the afternoon. In between those times, a gate will be closed to prevent other vehicles from using it. The access road will not interfere with the expansion of the library or any of its operations. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Quirke, Ms. Oakley, Mr. Johnson, Mr. Schuler and Ms. Vieth. Nays; none. Motion carries.

Other Business: Mr. Archer explained that the Village of Mundelein permits certain local government agencies – including library districts – to collect Developer Donation Fees (a.k.a. impact fees) for new home construction within Village boundaries. The premise of the fee is that development of property with residential land use increases the demand for government services such as schools, libraries and parks. The proposed Fee Agreement would require a housing

developer to make a one-time cash donation to the Library for each residential dwelling unit constructed in the Mundelein portion of the District. The donation would be based on a formula determined by multiplying the total number of dwelling units in the proposed development by the average population per dwelling multiplied by the previous fiscal year's per capita cost of providing library services. The presented resolution and developer donation fee agreement was prepared by legal counsel and is being recommended by administration to approve. Mr. Johnson then made a motion, seconded by Mr. Schuler to approve Resolution 2017-2018/8 authorizing the adoption of a Developer Donation Fee Agreement applicable to development in the Village of Mundelein in accordance with the Mundelein Village Code. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Quirke, Ms. Oakley, Mr. Johnson, Mr. Schuler and Ms. Vieth. Nays; none. Motion carries.

Communications: None.

Public questions: None.

Adjournment: Ms. Vieth made a motion, seconded by Ms. Dobbs, to adjourn the meeting. Having no further business, the meeting was adjourned at 7:41 p.m. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Quirke, Ms. Oakley, Mr. Johnson, Mr. Schuler and Ms. Vieth. Nays; none. Motion carries.

Respectfully submitted,

Rob Schuler, Secretary

Bonnie Quirke, President