

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

June 5, 2018

**Call to order:** The special meeting of the Cook Memorial Public Library District was held on Tuesday, June 5, 2018 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 6:31 p.m. Trustees present at roll call in addition to Ms. Quirke were: Rob Schuler, Wendy Vieth, Jim Larson, Phyllis Dobbs, and Ann Oakley. Nate Johnson was absent.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua, Aspen Drive and Outreach Manager Brooke Bahnsen, and Administrative Assistant Gabriella Pantle.

**Public Comment:** None.

**Overview of Bookmobile Services:** Mr. Archer first provided a brief history of the Bookmobile. It has actively been in operation for more than 60 years and serves several different types of users including those in neighborhoods who have access barriers that prevent them from visiting libraries. It also visits preschools and daycare centers to promote early literacy education. The collection includes books, DVDs, magazines, compact discs, hot picks, graphic novels, and more. Patrons have the ability to check out and return items through computers remotely connected to the Library's network. The current bookmobile was purchased in 2003 for \$175,000 replacing a 1988 model. Of that cost, Louis and Ruth Schumm donated \$150,000, the Friends of the Library donated \$10,000 and the balance was covered by a donation from the Cook Memorial Public Library Foundation. The bookmobile makes 35 stops throughout the Library District on a weekly, bi-weekly or monthly basis. It visits 25 different schools within the District, ranging from daycare centers, preschool age, and up to 8<sup>th</sup> grade. The schedule also includes nine weekly neighborhood stops in addition to Lambs Farm, a residential campus for adults with developmental disabilities.

Mr. Archer then provided statistics on number of checkouts from 2015 to 2017, census data, anticipated maintenance costs for the next five years, and CMPLD's actual maintenance expenses compared with bookmobiles operated by Skokie and Arlington Heights Public Libraries. He explained that in 2023, the current bookmobile will have been in operation for 20 years, which is near the end of the typical life-expectancy for such a vehicle. Potential replacement options include a smaller vehicle on which patrons could actually browse or a vehicle that houses a modular shelving system with removable carts that would get wheeled in and out of select indoor locations in neighborhoods, schools, and senior centers. The pros and cons of each option were discussed. Ms. Bahnsen explained that the costs for different service models depends on the type of service model. A van with a portable collection is a much lower cost than a vehicle that

accommodates patrons on board. It was noted that a portable collection would be very difficult to maneuver during the long winter months.

Ms. Bahnsen then went over the Supplemental document that was handed out at the meeting. She outlined circulation statistics for stops at preschools, senior centers and neighborhoods between 2015 and 2017. Top categories for checkouts in neighborhoods included kids and family DVDs, J Fiction, Picture Books & Readers, Feature Films, J Spanish, J Nonfiction and J Board Books in that order. It was noted that these categories represent 67% of all checkouts.

Ms. Bahnsen then briefly explained the process for homebound patrons. Homebound deliveries are all made by staff in their personal vehicles, and not with the bookmobile. Mileage is reimbursed at the current IRS rate and staff are required to provide proof of his/her own liability insurance. The library also has liability insurance coverage through LIRA.

A discussion then ensued on the value of having bookmobile and outreach services but also concerns over the costs of maintaining the existing vehicle. Trustees would like to continue the service but feel a plan needs to be put into place within the next five years to replace the aging bookmobile with a new vehicle that won't require costly maintenance and repairs. Trustees asked Ms. Bahnsen to explore different vehicle options for replacing the bookmobile including potential grants and donors and have a partial report for the board by the July meeting.

**Approval of the Purchase and Installation of an Onan Quiet Diesel Generator from**

**Novak's 83RV:** Mr. Archer explained that the Bookmobile's current generator was purchased from Novak's 83RV in November, 2011 at a cost of \$11,295. The generator powers the lights, computer and air conditioning at the 25+ weekly stops in the district. After 6 ½ years of service, the generator recently failed and is in need of immediate repair or replacement. The lifespan of a generator varies and is dependent upon usage and maintenance. Work to repair the generator would cost approximately \$3,500 or more with no assurance that any repairs would last. At the last Finance and Employee Practices Committee meeting, the committee was made aware of the failing generator. However, since the requested expenditure is an unbudgeted expense over \$10,000 the board, per library policy, must approve it. Two quotes are being supplied to the board for the purchase and installation of a 12Kw Onan Quiet Diesel Generator. The lower of the two quotes is from 83RV at a cost of \$11,391.88. If approved, the purchase of the generator would not exceed the remaining available FY18 appropriated funds for the Vehicles line item. After a brief discussion Ms. Dobbs made a motion, seconded by Ms. Vieth to approve the purchase and installation of an Onan Quiet Diesel Generator from Novak's 83RV in an amount not to exceed \$12,500. Roll call was as follows: Ayes; Ms. Vieth, Mr. Schuler, Ms. Dobbs, Mr. Larson, and Ms. Oakley. Nays; Ms. Quirke. Mr. Johnson was absent. Motion carries.

**Adjournment:** Ms. Dobbs made a motion, seconded by Mr. Schuler to adjourn the meeting. Having no further business, the meeting was adjourned at 7:18 p.m. Roll call was as follows: Ayes; Ms. Vieth, Mr. Schuler, Ms. Dobbs, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Motion carries.

Respectfully Submitted

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Rob Schuler, Secretary

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Bonnie Quirke, President