

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

September 20, 2016

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, September 20, 2016 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: Tom Milowski, Rob Schuler, Jim Larson, Ann Oakley, Nate Johnson, and Wendy Vieth.

Staff members present were Library Director David Archer and Business Manager Russ Cerqua. Also present were John Miller and Adrienne Booker from Ehlers Inc.

Ms. Quirke announced that she would like to move agenda item 9.a.1 to immediately follow Public Comment.

Public comment: None.

Finance and Employee Practices – Ordinance 2016-2017/2: Mr. Milowski provided a brief introduction on the benefits of refunding the Series 2009 debt certificates before turning over the discussion to Municipal Finance Advisors John Miller and Adrienne Booker of Ehlers, Inc.

Ms. Booker provided an overview of refunding options for the Series 2009 debt certificates with a \$4,890,000 outstanding balance. The certificates are callable on February 1, 2017 which would make them eligible for current refunding as the obligations being refunded will be within 90 days of the date of issue of the new certificates.

Ms. Booker explained that interest rates on the obligations proposed to be refunded are 3% to 4%. The refunding is expected to reduce interest expense by approximately \$506,000 over the next 12 years. The Net Present Value Benefit of the refunding is estimated to be \$441,882, equal to 9.2% of the refunded principal.

Engagement letters have been received from both Chapman & Cutler, as bond counsel and Ehlers, Inc. as municipal adviser. Library's legal counsel has reviewed them. The plan is to issue the new debt certificates through a private placement instead of a public sale which would not require payment of underwriting fees. The closing is tentatively set for November 15, 2016.

In response to Mr. Schuler's question about the engagement process, Mr. Miller said that the board is in complete control of the process and that banks must meet the parameters set forth in the term sheet in order to submit a proposal. He believes that banks will be very interested in this opportunity and that a competitive interest rate can be obtained.

Mr. Milowski made a motion, seconded by Mr. Schuler to approve Ordinance 2016-2017/2 authorizing and providing for the issue of not to exceed \$5,300,000 Refunding Debt Certificates,

of the Cook Memorial Public Library District, Lake County, Illinois, for the purpose of refunding certain outstanding debt certificates of said Library District, evidencing the rights to payment under an Installment Purchase Agreement, and providing for the sale of said certificates to the purchaser thereof. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Motion carries.

Approval of the Minutes: Mr. Larson made a motion, seconded by Mr. Johnson to approve the minutes of the regular meeting of August 16, 2016 as amended to include the 4% increase in the Director's salary. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Vieth abstained. Motion carries.

Mr. Larson made a motion, seconded by Ms. Oakley to approve the minutes of the first closed session of August 16, 2016. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Vieth abstained. Motion carries.

Mr. Johnson made a motion, seconded by Mr. Milowski, to approve the minutes of the second closed session of August 16, 2016. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Vieth abstained. Motion carries.

Approval of the Bills: Mr. Milowski made a motion, seconded by Mr. Larson, to approve the Bills Paid Report from August 12, 2016 through September 15, 2016 in the amount of \$680,335.27. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson and Ms. Vieth. Nay; none. Motion carries.

Report of the Director: Mr. Archer reported on the monthly statistics first. Door counts were up 4.5% at Aspen and 3.5% at Cook. There was an anticipated drop in circulation mainly due to the discontinued Freegal service, that was widely used by just a few, and the fact that eLibrary resources were switched from a consortium to a stand-alone. The eLibrary collection is being increased significantly and it is anticipated that the checkout numbers will go up considerably. Mr. Archer directed the trustees' attention to the 2017 Library Calendar for next year's closures that he included on his written report. He then reported on the Library's partnership with the Special Education District of Lake County (SEDOL) and explained that as part of our school services initiatives, the Library is again hosting four SEDOL students as part of their job training program. The SEDOL program provides practical vocational experiences to high school juniors and seniors who are beginning to transition from school to work. Students are supervised by a SEDOL job coach and are onsite at the Cook Park Library for three hours daily during the fall and spring semesters. Typical tasks include shelving and sorting materials, making materials for storytime crafts, and placing stickers and labels on materials. Mr. Archer announced that the library was closed on September 16 for staff training. Topics included blood-borne pathogen training, a strategic plan presentation and an overview of the new software service coming to the library soon that allows libraries to send SMS messages to all text message enabled phones. Patrons can reply, using pre-selected keywords, to request additional information or carry out tasks such as renewing items. He also announced that the annual Touch the Trucks event will take place on Saturday, October 15 and reported that 67,600 books have been read by

parents/caregivers to 139 preschoolers since the Library's **1,000 Books Before Kindergarten** program first launched in January, 2015.

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

Report of the President: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance and Employee Practices: Mr. Milowski made a motion, seconded by Ms. Oakley to approve the Budget and Appropriations Ordinance #2016-2017/1. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Motion carries.

Policy Review: No report. There will be a committee meeting on October 26, 2016.

Building and Grounds: No report. There will be a committee meeting on October 14, 2016.

Development Committee: No report.

Resources, Services and Long Range Planning: Mr. Johnson announced that the Request for Qualifications (RFQ) for Architects was published on September 6. Mr. Archer reported that the RFQ was sent to known architects who might be interested and also posted on a procurement portal for government agencies to gain interest in publicly available bids and projects. Submissions are due no later than 5:00 p.m. on October 11, 2016 and any questions have to be emailed by October 4, 2016.

Libertyville Parking Commission Representative: Ms. Vieth reported that the garage is still on target.

Friends Representative: Mr. Archer announced that the Friends Board is having a meeting on the 3rd Sunday in October which he will attend.

RAILS Representative: No report.

Historical Society Representative: No report.

Adhoc Technology: Mr. Milowski will consult with Mr. Cerqua about scheduling a meeting.

Other Business: Ms. Oakley made a motion, seconded by Mr. Milowski to approve Resolution 2016-2017/2 declaring closed session meeting minutes confidential and/or non-confidential for meetings through May, 2016. Per the review done in Closed Session on August 16, 2016, the Board released the closed session minutes from November 17, 2015 and February 16, 2016. Roll

call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; Mr. Milowski. Motion carries.

Communications: None.

Public questions: None.

Adjournment: Mr. Schuler made a motion, seconded by Mr. Larson, to adjourn the meeting. Having no further business, the meeting was adjourned at 7:12 p.m. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Motion carries.

Respectfully submitted,

Rob Schuler, Secretary

Bonnie Quirke, President