

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

October 18, 2016

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, October 18, 2016 at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois. A quorum being present, the meeting was called to order by President Pro-tem Wendy Vieth at 6:30 p.m. Trustees present at roll call in addition to Ms. Vieth were: Tom Milowski, Rob Schuler, Jim Larson, Ann Oakley, and Nate Johnson. Ms. Quirke was absent.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua and Administrative Assistant Gabriella Pantle. Also present were Jeff Lovinger of Libertyville Mainstreet and John Villani of Grumman/Butkus Assoc.

Ms. Vieth announced that she would like to move agenda item 10, c., i after item 5.

Public comment: None.

Discussion of MainStreet Libertyville's Request to Install Decorative Lights on Cook Park Library as part of their "Light Up Mainstreet" program: Mr. Lovinger announced that MainStreet recently received approval from the Village of Libertyville to use Village property to expand the "Light Up MainStreet" Roof Line Lighting Program. He explained that the Village Board previously approved a limited holiday lighting program in November, 2014, and an expansion of the program (to include buildings on Church Street and Cook Street, and operating the lights year round) in October, 2015. MainStreet is now in the third and final phase of the Roof Line Lighting Program, and would like to include St. Lawrence Episcopal Church, Cook Park Library, the Cook Mansion, the Libertyville Civic Center, and the stair towers on the Lake Street and Church Street parking garages. This will be accomplished by installing LED C9 clear warm white bulbs that last over 10 years. Included in this project is maintenance of the lights. He further explained that all of this would be done at no cost to the Library and that the electrical power will be provided by the Village. MainStreet is proud to celebrate over 25 years as an organization whose mission is to preserve and promote the downtown and they would like Cook Park Library, as a community partner, to be a part of it. MainStreet has entered into a contract with Holiday Cheer Decorations from Grayslake to install the lights on each of the buildings and the goal is to finish the project in time for the holidays. The trustees asked how the lights would be affixed to the building. Mr. Lovinger responded that a clip that holds the bulb will be affixed by an adhesive that is considered permanent and that the contractor would be responsible for replacing any bulbs. The original plan was to install the lights on all sides of the library but reported that since the Cook Mansion had declined their offer to install lights, they would not be installed on the east side of the library facing the park. Most of the trustees approve of the idea and think that it's a lovely way to showcase our downtown. Mr. Milowski expressed his concerns with the project and indicated that he would not approve it. Mr. Schuler then made a motion, seconded by Mr. Larson, to approve MainStreet Libertyville's request to install decorative lights on the north, south and west side of the building. Roll call was as follows:

Ayes; Mr. Schuler, Mr. Larson, Ms. Vieth, Ms. Oakley, and Mr. Johnson. Nays; Mr. Milowski. Ms. Quirke was absent. Motion carries.

Discussion and Consideration to Upgrade to LED Fixtures at Cook Park Library: Ms. Vieth gave the floor to Mr. Villani who reported on his proposal to upgrade to LED fixtures at the Cook Park Library. Mr. Villani provided in detail, an explanation with drawings, of his proposal on which fixtures will be replaced and how. He noted that this will only be done at Cook right now and not at Aspen because of possible expansion there. Trustees questioned the cost which Mr. Villani is estimating between \$50,000 and \$60,000 before the energy saving rebates. We will apply for as many rebates as possible but he noted that we can only receive one. Contractors will be tasked with filing all the paperwork for these rebates which Mr. Villani will closely monitor. Ms. Vieth announced that the Building and Grounds Committee is recommending approval of this project to replace most of the florescent light fixtures at Cook Park with energy efficient LED fixtures pending legal approval of the bidding documents. Interior work will be done outside of the library's operating hours and is tentatively scheduled for late winter/early spring of 2017. Not requiring a second, roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Vieth, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Quirke was absent. The project is approved.

Approval of the Minutes: Mr. Johnson made a motion, seconded by Mr. Larson, to approve the minutes of the regular meeting of September 20, 2016. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Vieth, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Quirke was absent. Motion carries.

Approval of the Bills: Mr. Milowski made a motion, seconded by Mr. Larson, to approve the Bills Paid Report from September 16, 2016 through October 14, 2016 in the amount of \$777,402.41. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Vieth, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Quirke was absent. Motion carries.

Report of the Director: Mr. Archer explained that the library is having a good month with visitor counts up 5%. Circulation is still down but he attributes that to the loss of Freegal. He then updated the board on projects recently completed or underway from the Strategic Plan. These projects include working with a contractor to replace the bulky countertop at the Cook Park adult reference desk with a lower profile counter-height surface that will improve accessibility and visibility; new furniture has been installed in the new teen area on the lower level at Cook Park; equipment and furniture purchases are being finalized for the new Makerspace area in the former digital studio at Cook Park with a staffing and training plan to be developed soon; new customer service value statements are being incorporated into training opportunities; the performance evaluation form is being revised; a digital monitor will be added to the teen study room at Cook Park and the large study room at Aspen Drive; the Shoutbomb text notification service will be implemented soon; and quiet study spaces at Cook Park are being optimized. Mr. Archer then reported on the grant status and showed trustees a picture of the new library van and the graphics created by our in-house graphic designer Andy Traynor.

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

Report of the President: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance and Employee Practices: Mr. Milowski reported that the committee reviewed the Levy Ordinance and that it is a committee recommendation to approve it. Mr. Larson made a motion, seconded by Ms. Oakley to approve Levy Ordinance 2016-2017/3. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Vieth, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Quirke was absent. Motion carries.

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

Building and Grounds: Ms. Vieth stated that other than the discussion on LED fixtures at Cook Park, there is nothing further to report on.

Development Committee: No report.

Resources, Services and Long Range Planning: Mr. Johnson noted that the trustees have received the architect submissions from the RFP and to please review them by the next board meeting.

Libertyville Parking Commission Representative: Ms. Vieth reported that the project is moving forward as planned.

Friends Representative: Mr. Archer reported that he attended the Friends' Board Meeting this month and that Jim Jelke is the new president, \$15,000 has been budgeted for the current year, and the annual book sale will be held in April, 2017 at the Cook Park Library. Also discussed at the meeting were ways in which the book sale could be improved.

RAILS Representative: No report.

Historical Society Representative: No report.

Technology: No report.

Other Business: None.

Communications: None.

Public questions: None.

Adjournment: Mr. Milowski made a motion, seconded by Mr. Larson, to adjourn the meeting. Having no further business, the meeting was adjourned at 7:45 p.m. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Vieth, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Quirke was absent. Motion carries.

Respectfully submitted,

Rob Schuler, Secretary

Wendy Vieth, President Pro-tem