

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

January 17, 2017

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, January 17, 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: Tom Milowski, Rob Schuler, Jim Larson, Ann Oakley, Nate Johnson, and Wendy Vieth.

Staff members present were Library Director David Archer, Assistant Library Director Lauren Cerniglia, Business Manager Russ Cerqua, Senior Manager of Children's Services Melissa Henderson, and Administrative Assistant Gabriella Pantle. Also present were district residents Ana Draa, Jim Connell, Harry Bishop and Mike Henneberry.

Ms. Quirke announced that she would like to rearrange the agenda slightly and move Item 11 – Architect Selection to after Item 4 – Public Comment.

Public comment: Ms. Draa spoke first regarding the proposed Founders 55 - Charters of Freedom monument in Cook Park that the Village Board recently approved to proceed with the possible placement of. While she understands that this is a Village issue, she feels that it could impact the Library and wanted to bring the Board's attention to it. She said that while it is a lovely idea, her concern is about using the park for anything other than a park since it is already so heavily used. Mr. Connell spoke next saying that while he loves the spirit, it is not an ideal location. Cook Park is too small already and he feels the design of the monument is a bad fit. He continued to say that he is a regular library patron and quite often sits in the Fiction Room to have a view of the park while studying or reading. A monument placed outside of these windows would impede that view.

Discussion and Ranking of Architect Candidates: Beginning with Mr. Milowski, trustees provided Ms. Pantle with their first, second and third choice of architect candidates which she proceeded to write on the white board. It should be noted that Mr. Milowski only provided Ms. Pantle with Hezner as his first choice without ranking Product or Wight explaining that he would rather interview more candidates than rank the other two firms. Rob Schuler ranked Product + Architecture first, Wight second and Hezner third. Mr. Larson ranked Wight first, Product + Architecture second and Hezner third. Ms. Quirke ranked Product + Architecture first, Wight second and Hezner third. Ms. Oakley ranked Hezner first, Wight second and Product + Architecture third. Mr. Johnson ranked Product + Architecture first, Hezner second and Wight third. Ms. Vieth ranked Product + Architect first, Wight second and Hezner third. A long discussion then ensued when each trustee explained the reason for their number one ranked choices. The consensus seemed to be that while Hezner is a strong candidate with a proven relationship with the Village of Vernon Hills, Product + Architecture has much more experience with designing libraries and presented potential interior design ideas. Mr. Schuler then made a motion, seconded by Mr. Johnson, to direct the Library Director to enter into contract negotiations with Product + Architecture to explore potential expansion at the Aspen Drive Library. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Mr. Johnson, and Ms. Vieth. Nays; Ms. Oakley. Mr. Milowski abstained. Motion carries.

To comply with the Local Government Professional Services Selection Act (50ILCS 510). Trustees re-ranked the candidates to choose a second place candidate. Milowski, Schuler, Quirke, Oakley and Johnson chose Hezner. Larson and Vieth chose Wight. Hezner is delegated the second choice by majority rule.

Approval of the Minutes: Mr. Larson made a motion, seconded by Ms. Vieth, to approve the minutes of the regular meeting of December 13, 2016. 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 Bills: Mr. Milowski made a motion, seconded by Mr. Johnson, to approve the Bills Paid Report from December 10, 2016 through January 12, 2017 in the amount of \$5,757,300.58. 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 Director: Mr. Archer explained that in addition to the visible components of the strategic plan, a portion is devoted to internal initiatives that will describe the conditions that the library will have to achieve or enhance in order to deliver effective services to the public. One of the goals of the internal initiatives portion of the Strategic Plan is that “all patrons will receive consistent quality service that exceeds the expectations of the customer.” Two activities were identified to help reach that goal: developing a uniform standard of excellence; and providing staff training opportunities to achieve standard of excellence. He further explained that staff is currently focused on fully implementing an enhanced customer service model and that this model is being rolled out gradually by a team called the **Culture Club**, comprised of staff from all areas of the library and led by the Circulation Manager. The Culture Club’s main charge has been to identify shared values that we all hold and convey the importance of fulfilling the expressed and unexpressed needs of our patrons. One of the tools used to document these shared values is our Service Guidelines which he provided to the trustees. In support of the new Service Guidelines, the Culture Club has also created a values statement and introduced *The Library is Head Heart Hands* theme. Head means that the Library is Smart, Heart means that the Library is Social and Hands means that the Library is Active. He explained that this is more inspirational than anything and just outlines things that staff will strive to do for our patrons and each other.

Approve the Report of the Director: Mr. Milowski made a motion, seconded by Mr. Schuler, 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 announced that it is a committee recommendation to approve Resolution 2016-2017/4 directing the Library Director and Business Manager to solicit a revised proposal from Libertyville Bank and Trust for the same general banking services being offered by Chase Bank. If the proposal from Libertyville Bank and Trust does not match all of the material features of the Proposal provided by Chase Bank, the Library Director is hereby authorized to terminate the existing relationship with Libertyville Bank and to engage Chase Bank for general banking services in accordance with Proposal from Chase Bank dated November 9, 2016. Not requiring a second, roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Mr. Johnson, and Ms. Vieth. Nays; Ms. Oakley. Resolution 2016-2017/4 is approved.

Policy Review: No report.

Building and Grounds: No report.

Development Committee: No report.

Resources, Services and Long Range Planning: No report.

Libertyville Parking Commission Representative: Ms. Vieth reported that the new parking garage will be open on Friday, January 20 but that the elevators are not yet working. The project was completed on time and on budget.

Friends Representative: No report.

RAILS Representative: No report.

Historical Society Representative: No report.

Technology: No report.

Other Business: Mr. Cerqua explained that the Post Issuance Tax Compliance Report was included in the Board packets for informational purposes only.

Communications: None.

Public questions: None.

Adjournment: Mr. Johnson made a motion, seconded by Ms. Vieth, to adjourn the meeting. Having no further business, the meeting was adjourned at 7:25 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