

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

February 21, 2017

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, February 21, 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: Rob Schuler, Jim Larson, Ann Oakley, Nate Johnson, and Wendy Vieth. Tom Milowski was absent.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua, Senior Manager of Children's Services Melissa Henderson, and Administrative Assistant Gabriella Pantle. Also present were Dan Pohrte and Tiffany Nash of Product Architecture + Design and district residents Phyllis Dobbs, Harry Bishop, and Mike Henneberry.

Ms. Quirke announced that she would like to rearrange the agenda slightly and move Item #7 – Discussion and approval of Product Architecture + Design contract to after Item #4 – Public Comment.

Public comment: None.

Discussion and Approval of Product Architecture + Design Contract: Mr. Pohrte and Ms. Nash first went over their proposal which includes providing design options for expanding the existing Aspen Drive Library on the main and lower level along with associated budget estimates for each scheme. The intent of the study is to fully understand the relationship between building size and programs, organization, and cost for the future Library addition. For a total fee of \$20,600, Product Architecture + Design will develop programs and planning options for expansion including renderings, provide budget estimates from Shales McNutt Construction, meet with the Village of Vernon Hills for the development of site analysis including retention and parking, develop a building structural analysis including building expansion, and develop a systems analysis and sustainable ideas. Mr. Johnson then made a motion, seconded by Mr. Larson to approve the contract by Product Architecture + Design in the amount of \$20,600. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Milowski was absent. Motion carries.

Approval of the Minutes: Mr. Larson made a motion, seconded by Mr. Schuler, to approve the minutes of the regular meeting of January 17, 2017. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Milowski was absent. Motion carries.

Approval of the Bills: Mr. Johnson made a motion, seconded by Mr. Larson, to approve the Bills Paid Report from January 13, 2017 through February 16, 2017 in the amount of \$1,030,021.68. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Milowski was absent. Motion carries.

Report of the Director: Mr. Archer reported that reference questions are robust with an increase of just over 1000 compared to last year. While we continue to see a small decline in checkouts, door counts are still impressive. He then provided an update on the Library Banking Relationships Resolution. Per Resolution 2016-2017/4, approved by the Board at the January 17, 2017 regular meeting, the Library contacted its current bank, Libertyville Bank & Trust, to provide them with an opportunity to match the terms of a banking services proposal by Chase Bank. After reviewing Libertyville Bank & Trust's revised proposal, Mr. Archer said he, Business Manager Russ Cerqua and Board Treasurer Tom Milowski all agreed that Chase Bank's terms were more favorable. Administration will proceed with engaging Chase Bank for the Library's general banking needs. He announced that the Library had been closed the morning of February 17th for staff training. The session's topics included: a technology update on network security, breakout sessions to discuss the newly adopted Service Guidelines, a review of the new performance evaluation form and individual department meetings. He also provided an update on usage of the Library's mobile app reporting that the app averaged 1,100 unique users during the month of January. He then reported on the widespread increase in thefts of video games at a number of Lake County libraries. Area police departments are working together to share information about these recent thefts and CMPLD has implemented additional security measures for the video game collection and will monitor the trend to see if further action is required. Lastly, he brought to the trustee's attention an email that was in their packets from a district resident requesting for us to go fines free. Mr. Archer explained to the trustees that a number of changes have taken place over the last 18 months to reduce the burden of fines on patrons. The overall fine threshold was increased by \$15, meaning that patrons can still use their card so long as accumulated fines don't exceed \$25. Additionally, the maximum amount charged per item was reduced from \$10 to \$5 on most items. He also explained that our current fine structure provides an incentive for the prompt return of items with holds of which we process approximately 20,000 per month. After a brief discussion among trustees, they informally reaffirmed their support of the current fine structure but asked Mr. Archer to continue monitoring how other libraries are handling fines and make recommendations as needed to balance our need for the prompt return of materials while ensuring that fines don't create a barrier to access of materials and services. Also, circulation managers and supervisors will work with families with special financial circumstances in order to maintain their borrowing privileges.

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

Report of the President: Ms. Quirke reported that she attended the Legislative Breakfast on 2/20/17 and explained how the event works for the trustees who have never attended it before. She said that the main topic of discussion was the tie-up of the budget and how it might affect our District receiving the annual Per Capita Grant. She highly recommended that trustees attend the breakfast next year.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance and Employee Practices: No report.

Policy Review: Ms. Oakley explained that the committee had recently reviewed a new Security Camera Policy and it is the committee's recommendation to approve it. Not requiring a second, roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Milowski was absent. The new Security Camera Policy is approved.

Building and Grounds: No report.

Development Committee: Ms. Quirke explained that she'd had a discussion with Mr. Archer and Mr. Cerqua regarding the expansion project at the Aspen Drive Library and having the Development Committee meet to discuss fundraising for the expansion. She would like to schedule a meeting in the next few months.

Resources, Services and Long Range Planning: No report.

Libertyville Parking Commission Representative: Ms. Vieth reported that the new parking garage is now open. The elevators are not yet running but will be in the next few weeks.

Friends Representative: No report.

RAILS Representative: Mr. Archer reported that RAILS is soliciting proposals from consultants to come on board for improving their delivery service. The delivery service works well in this area but they would like to replicate that throughout the state.

Historical Society Representative: No report.

Technology: No report.

Other Business: Ms. Quirke brought to the board's attention that the Village of Libertyville was approached by a group of residents about Libertyville becoming a sanctuary city. Legal counsel advised that any such designation would have no effect on the library.

Communications: None.

Public questions: None.

Adjournment: Ms. Vieth made a motion, seconded by Mr. Larson, to adjourn the meeting. Having no further business, the meeting was adjourned at 7:13 p.m. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Milowski was absent. Motion carries.

Respectfully submitted,

Rob Schuler, Secretary

Bonnie Quirke, President