

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

May 16, 2017

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, May 16, 2017 at the Cook Park Library, 413 N. Milwaukee Ave., Libertyville, Illinois. The meeting was called to order by President Bonnie Quirke at 6:30 p.m. Due to Mr. Schuler's absence, Ms. Quirke appointed Ms. Oakley Secretary Pro-tem. Trustees present at roll call in addition to Ms. Quirke were Jim Larson, Ann Oakley, and Wendy Vieth. Mr. Schuler, Mr. Johnson, and Mr. Milowski were absent.

Staff members present were Library Director David Archer and Business Manager Russ Cerqua. Also present was Trustee-elect Phyllis Dobbs and district residents Mike Henneberry and Harry Bishop.

Public comment: None.

Ms. Quirke announced that she would like to change the order of the agenda. The Approval of the Minutes will become item 6, the Report of the Director will become item 7, Approval of Bills will become item 8, and the Election of Officers will become item 9. The remaining items will then follow in the same order as shown on the agenda.

Swearing in of Trustees Elect: Notary Barbara Lichty swore in new trustee elect Phyllis Dobbs and returning trustees Bonnie Quirke and Ann Oakley.

Approval of the Minutes: Mr. Larson made a motion, seconded by Ms. Vieth to approve the minutes of the regular meeting of April 18, 2017. During the discussion, Mr. Archer announced some corrections that need to be made under the Sunrise Rotary Club Request. Mr. Larson then made a motion to approve the minutes as amended. Ms. Vieth seconded. Roll call was as follows: Ayes; Mr. Larson, Ms. Quirke, Ms. Oakley, and Ms. Dobbs. Nays; none. Ms. Vieth abstained. Mr. Schuler and Mr. Johnson were absent. Motion carries.

Report of the Director: Mr. Archer reported that our door counts continue to increase and programs are doing well. Program attendance numbers are not reflected on the report but are almost identical to last year's attendance record which was at 27,500. There is still a decline in circulation numbers primarily due to our e-library materials. He updated the trustees on furniture expenditures related to the Strategic Plan. One of the expenditures identified in the strategic plan was to create a Makerspace for creation tools. This particular area was the old computer lab and more recently the digital studio. New tables and chairs have been purchased for this area in the lower level of Cook Park. The tables are adjustable in height, providing options for different types of programming. The space will house a variety of creation tools including the new 3D printer and will be flexible enough to accommodate small computer and children's science classes that normally meet in the larger meeting room. Funds for the new furniture came from the strategic plan allocation in the FY2017 budget.

Mr. Archer also reported that the library was closed on May 12 for staff training. The session's topics included the Summer Reading Club Kickoff, a presentation by speaker Steven Wilder on recognizing and safely defusing verbal aggression and a staff presentation on safe responses to difficult situations. He then shared notes from two patrons regarding their positive experiences at the library that he thought the trustees would enjoy reading. The notes are a great example of how the library creates memorable experiences for our patrons.

Mr. Archer explained that there are funds available in the budget approved last month for a subscription to Board Book, which is an online minutes and agenda resource that allows trustees to view their board packet online and download it. There is also a public component which allows the public to see all the agendas and minutes, which we currently post on our website, but that this software makes it a much more automated process. It's a great way to increase our transparency in terms of providing these documents to the public in a more timely fashion and it's also a convenient way for trustees to see an electronic version of their packet the minute it's published. He encouraged any feedback from the trustees. Ms. Vieth asked if it was similar to what the Village Board is using. Mr. Archer confirmed that it was a different product but the same concept. Mr. Larson asked about the cost of Board Book. Mr. Archer said it is a \$3,000 annual subscription . While it has been included in the budget, administration certainly does not want to implement it if the board doesn't think it's a good addition. While it's in the trial period, trustees can view it using a special link which Mr. Archer will email to the board so that they may have more time to review it.

Approve 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. Larson, Ms. Quirke, Ms. Oakley, Ms. Vieth and Ms. Dobbs. Nays; none. Mr. Schuler and Mr. Johnson were absent. Motion carries.

Election of Officers: Ms. Vieth made a motion, seconded by Mr. Larson, to nominate Bonnie Quirke to the office of President. Roll call was as follows: Ayes; Mr. Larson, Ms. Quirke, Ms. Oakley, Ms. Vieth, and Ms. Dobbs. Nays; none. Mr. Schuler and Mr. Johnson were absent. Motion carries.

Ms. Quirke made a motion, seconded by Mr. Larson, to nominate Wendy Vieth to the office of Vice President. Roll call was as follows: Ayes; Mr. Larson, Ms. Quirke, Ms. Oakley, Ms. Vieth, and Ms. Dobbs. Nays; none. Mr. Schuler and Mr. Johnson were absent. Motion carries.

Ms. Quirke made a motion, seconded by Mr. Larson, to nominate Rob Schuler to the office of Secretary. Roll call was as follows: Ayes; Mr. Larson, Ms. Quirke, Ms. Oakley, Ms. Vieth and Ms. Dobbs. Nays; none. Mr. Schuler and Mr. Johnson were absent. Motion carries.

Ms. Quirke explained that with Mr. Milowski's departure from the board and from the office of Treasurer, she consulted with legal counsel about her serving as Treasurer pro tem until a decision can be made as to who will replace Mr. Milowski. Legal counsel confirmed that the president can hold the job as treasurer pro tem until someone else is elected. Ms. Vieth then made a motion, seconded by Ms. Oakley, to nominate Bonnie Quirke to the office of Treasurer. Roll call was as follows: Ayes; Mr. Larson, Ms. Quirke, Ms. Oakley, Ms. Vieth, and Ms. Dobbs. Nays; none. Mr. Schuler and Mr. Johnson were absent. Motion carries.

Report of the President: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance and Employee Practices: No report.

Policy Review: No report.

Building and Grounds: Ms. Vieth announced that it is a committee recommendation to approve an initial concept for the proposed Aspen Drive Library Expansion. The committee had a meeting yesterday, which the architects also attended. The concept shows a 7,000-7,500 square foot addition (with unfinished basement of equal size) occupied primarily by a new children's area.

Mr. Schuler joined the meeting at 6:55 p.m. during the Building and Grounds discussion.

Ms. Vieth confirmed that the recommendation being made tonight is generally just to decide where the children's department is going and where the adult department is going. Mr. Archer explained that the reason why it is important to make the distinction between where children and adults go is because of the different types of construction involved and the different costs involved. Once the decision is made to put the children's department in the new area, it makes things much more predictable and allows us to plan much better. Mr. Schuler seconded the committee's recommendation to approve the initial concept for the Aspen Drive Library expansion that places the children's department in that expansion. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Ms. Vieth, and Ms. Dobbs. Nays; none. Mr. Johnson was absent. Motion carries.

Development Committee: No report.

Technology Committee: No report.

Resources, Services and Long Range Planning: No report.

Libertyville Parking Commission Representative: Ms. Vieth reported that the meeting was canceled because there was nothing to discuss. She did confirm that the new parking garage has been highly utilized.

Friends Representative: No report.

RAILS Representative: No report.

Historical Society Representative: No report.

OTHER BUSINESS: Ms. Vieth made a motion, seconded by Mr. Larson to approve Ordinance 2016-2017/3 setting forth a schedule of regular meetings of the Board of Library Trustees of the Cook Memorial Public Library District for the fiscal year commencing on July 1, 2017 and ending June 30, 2018. Ms. Quirke commented that there is only one board member who lives in Vernon Hills and asked trustees if they are still comfortable with every third meeting taking place at Aspen and noted that this ordinance could be changed if that is the pleasure of the board. Most said that it is fine the way it is. Ms. Dobbs prefers there being more meetings at Aspen especially during the construction phase of the expansion. Mr. Archer noted that most likely wouldn't occur until 2019. He also noted that the August date on the ordinance should be Aug. 15 and not 16 as is shown on the draft. Ms. Vieth made a friendly amendment to her motion to approve Ordinance 2016-2017/3 as amended. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley and Ms. Vieth. Nays; Ms. Dobbs. Mr. Johnson is absent. Motion carries.

Regarding the State of Illinois Nonresident Fee Program, Mr. Archer explained that this is an annual item that affirms the library's participation in the program even though there are no eligible nonresidents that are adjacent to the library district who would be eligible to obtain a nonresident card from the library. However, it's important to be on record supporting the program as it also allows us to establish the fee that a visiting or temporary resident would pay in lieu of what they would normally pay through their property taxes. That fee is \$398 per household. It allows people who don't pay taxes to a library district to pay what the average rate is for a library card to the closest library. Neither one of our locations is closest for any nonresident so it's more symbolic at this time. Mr. Schuler made a motion, seconded by Mr. Larson to affirm the Library's continued participation in the nonresident card program, detailed under

Public Act 92-1066, setting the annual fee for the card, using the State Library mathematical formula method, at \$398 effective July 1, 2017 through June 30, 2018. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Ms. Vieth and Ms. Dobbs. Nays; none. Mr. Johnson was absent. Motion carries.

Communications: None.

Public questions: Mr. Henneberry asked if there is a way for him to get a copy of the packet after each board meeting. Mr. Archer said the Board Book would fulfill that. Mr. Henneberry will wait until that takes effect.

Approval of the Bills: Mr. Larson made a motion, seconded by Ms. Vieth to approve the Bills Paid Report from April 15, 2017 through May 12, 2017 in the amount of \$542,056.14. Mr. Archer explained a higher than normal expenditure for consulting for \$3,800 on page 16 of the report. The library's in-house graphic artist is on family medical leave so two graphic artists have been contracted to take over his workload while he is out on an extended leave. Other items that stand out in the report include window cleaning at Cook Park and Aspen Drive which is done only two times a year and the first installment from the architects for their design proposals. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Ms. Vieth, and Ms. Dobbs. Nays; none. Mr. Johnson was absent. Motion carries.

In Mr. Cerqua's absence, Mr. Archer asked if the Finance Committee might consider scheduling a meeting in June for two resolutions that will be need to be reviewed. Since the Finance Committee assignments will not be made until the June meeting, scheduling a finance meeting will have to wait until after that.

Adjournment: Ms. Quirke made a motion, seconded by Ms. Vieth, to adjourn the meeting. All ayes. Motion carries. Having no further business, the meeting was adjourned at 7:36 p.m.

Respectfully submitted,

Ann Oakley, Secretary pro tem

Bonnie Quirke, President