

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

June 20, 2017

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, June 20, 2017 at the Cook Park Library, 413 N. Milwaukee Ave., Libertyville, Illinois. The meeting was called to order by President Pro-tem Wendy Vieth at 6:30 p.m. Due to Mr. Schuler's absence, Ms. Vieth appointed Administrative Assistant Ms. Pantle as Secretary Pro-tem. Trustees present at roll call in addition to Ms. Vieth were Jim Larson, Ann Oakley, and Nate Johnson. Ms. Quirke, Mr. Schuler and Ms. Dobbs were absent.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua and Administrative Assistant Gabriella Pantle. Also present was district resident Mike Henneberry.

Public comment: None.

Appointment of Committee Chairs: Vice-President Vieth announced President Quirke's committee appointments.

Building and Grounds: **Wendy Vieth, Chair**
Bonnie Quirke
Rob Schuler

Finance: **Bonnie Quirke, Chair**
Ann Oakley
Rob Schuler
Phyllis Dobbs

Policy: **Ann Oakley, Chair**
Nate Johnson
Jim Larson

Development: **Committee of the Whole**

**Resources, Services and
Long Range Planning:** **Nate Johnson, Chair**
Bonnie Quirke
Jim Larson

Technology **Nate Johnson, Chair**

**Adhoc Committee for
Cooperative Opportunities** **Bonnie Quirke, Chair**
Nate Johnson
Wendy Vieth

Approval of the Minutes: Mr. Larson made a motion, seconded by Ms. Oakley to approve the minutes of the regular meeting of May 16, 2017. Roll call was as follows: Ayes; Mr. Larson, Ms. Vieth, and Ms. Oakley. Nays; none. Mr. Johnson abstained. Mr. Schuler, Ms. Quirke and Ms. Dobbs were absent. Motion carries.

Approval of Bills: Mr. Johnson made a motion, seconded by Mr. Larson, to approve the Bills Paid Report from May 13, 2017 through June 16, 2017 in the amount of \$697,776.74. Roll call was as follows: Ayes; Mr. Larson, Ms. Vieth, Ms. Oakley, and Mr. Johnson. Nays; none. Mr. Schuler, Ms. Quirke and Ms. Dobbs were absent. Motion carries.

Report of the Director: Mr. Archer reported that the new chip-enabled credit card terminals are gradually being installed at both library locations. He explained that they comply with new security measures designed to reduce fraudulent use of credit cards. Library patrons are able to pay for fines and fees at any self-checkout terminal.

For the fifth consecutive year, CMPLD and the teachers union of HS District 128 teamed up for Study Night at the Library on May 23rd at Aspen Drive and Cook Park. The event brings hundreds of high school students to both of our libraries, providing an opportunity to reintroduce students to the library and experience the library's special services including the new Teen Zone, study rooms and digital studios.

Mr. Archer reported on recent projects that were generously donated by the Friends of the Library including an annual Public Performance Movie License Fee, funding for the annual high school Battle of the Bands program, prize books for 1,000 Books Before Kindergarten program and others.

He then announced that the library is collaborating with the Lake County Circuit Clerk passport team to process passport applications – including photos - on June 24 and July 15 from 9 am to 2 pm at the Aspen Drive Library to help meet a growing demand for passports.

Other items that Mr. Archer reported on:

The library's Summer Reading program that is expected to attract nearly 5,000 registrants;

A visit to Cook Park on May 18th from a small group of international media specialists from Armenia, Estonia, Lithuania, Norway and Romania to learn more about media literacy and to discuss the library's program, *How to Spot Fake News*;

Board packets now being available on the library's website;

A generous donation received from long time library patrons David and Ruth Arendsen that will fund two family programs this summer;

The opening of two new senior living centers in Green Oaks.

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

Report of the President: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance and Employee Practices: Mr. Johnson made a motion, seconded by Ms. Vieth to approve Resolution 2016-2017/7 authorizing the Library Director and Business Manager to execute required paperwork with all designated, eligible depository institutions for the fiscal year July 1, 2017 through June 30, 2018. Roll call was as follows: Ayes; Mr. Larson, Ms. Vieth, Ms. Oakley, and Mr. Johnson. Nays; none. Mr. Schuler, Ms. Quirke, and Ms. Dobbs were absent. Motion carries.

Ms. Vieth then announced that the Budget & Appropriation Hearing has been scheduled for Tuesday, August 15, 2017 at 6:15 p.m. at Cook Park Library.

Policy Review: No report.

Building and Grounds: No report. Ms. Vieth said a meeting would be scheduled some time in August.

Development Committee: No report.

Technology Committee: No report. Mr. Johnson praised the ROKU that can now be checked out at the library. It comes with pre-loaded movies that the entire family can enjoy.

Resources, Services and Long Range Planning: No report.

Libertyville Parking Commission Representative: No report.

Friends Representative: No report.

RAILS Representative: No report.

Historical Society Representative: No report.

OTHER BUSINESS: Mr. Larson made a motion, seconded by Mr. Johnson to approve Ordinance 2016-2017/4 adopting the prevailing wage rates for laborers, workers and mechanics employed by the Cook Memorial Public Library District. Roll call was as follows: Ayes; Mr. Larson, Ms. Vieth, Ms. Oakley, and Mr. Johnson. Nays; none. Mr. Schuler, Ms. Quirke and Ms. Dobbs were absent. Motion carries.

Ms. Vieth explained that two people are needed for the annual Secretary's Audit and asked if anyone would like to volunteer. Ms. Vieth and Mr. Larson agreed to volunteer. Ms. Vieth will inform President Quirke.

Communications: Mr. Archer briefly discussed communications he received from two patrons.

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 they are available on the website.

Adjournment: Ms. Oakley made a motion, seconded by Mr. Johnson, to adjourn the meeting. All ayes. Mr. Schuler, Ms. Quirke, and Ms. Dobbs were absent. Motion carries. Having no further business, the meeting was adjourned at 7:13 p.m.

Respectfully submitted,

Gabriella Pantle, Secretary pro-tem

Bonnie Quirke, President