

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

August 22, 2017

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, August 22, 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 Phyllis Dobbs. Wendy Vieth was absent.

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

Public comment: None.

Ms. Quirke announced that she would like to change the order of business and moved item #9c, Reports of Committees and Representatives-Building and Grounds Committee to after item #4, Public Comment. That will be followed by the remaining committees before going back to the regular order of business.

There being a quorum at the meeting, Mr. Schuler made a motion, seconded by Mr. Larson to allow Trustee Wendy Vieth to participate in the meeting via conference call in accordance with the Library's Electronic Participation in Board Meetings Policy. Ms. Vieth, who was out of town on business, requested the electronic participation in advance. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Dobbs. Nays; none. Ms. Vieth was absent. Motion carries.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Building and Grounds: Ms. Vieth, who joined the meeting via conference call, reported that the committee discussed joining Libraries of Illinois Risk Agency (LIRA) at the recommendation of Administration. Representatives from Arthur J. Gallagher & Company, the broker and administrator of LIRA, were present at the meeting, explained the program, and answered all questions. Mr. Cerqua explained that LIRA is a consortium of 44 libraries that provides casualty and property insurance coverage. LIRA provides individual libraries with protection from catastrophic claims in addition to the premium savings from buying as a group. Joining LIRA will save the library about 25% in premiums. Ms. Vieth confirmed that it is the committee's recommendation to join LIRA. Ms. Vieth then made a motion, seconded by Ms. Dobbs, to approve Resolution 2017-2018/3 authorizing membership in the Libraries of Illinois Risk Agency (LIRA). Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, Ms. Dobbs, and Ms. Vieth. Nays; none. Motion carries.

Ms. Vieth ended her conference call immediately following the Building and Grounds report.

Finance & Employee Practices: Ms. Quirke reported that the committee conducted Mr. Archer's performance evaluation at the last committee meeting and will share their recommendations with the full board at the closed session coming up.

Policy Review: No report.

Development: No report.

Resources, Services and Long Range Planning: No report.

Village of Libertyville Parking Commission Representative: No report.

Friends' Representative: No report.

RAILS Representative: No report.

Historical Society Representative: Ms. Quirke reported that the Cook House has had a good turnout this summer for tours.

Technology Committee: Mr. Johnson reported that the committee will meet soon with staff to discuss what to have in the Maker Space.

Adhoc Committee for Cooperative Opportunities: No report.

Approval of the Minutes: Mr. Johnson made a motion, seconded by Mr. Larson, to approve the minutes of the regular meeting of July 18, 2017. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Dobbs. Nays; none. Ms. Vieth was absent. Motion carries.

Mr. Larson made a motion, seconded by Mr. Johnson, to approve the minutes of the closed session of July 18, 2017. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Dobbs. Nays; none. Ms. Vieth was absent. Motion carries.

Approval of the Bills: Mr. Johnson made a motion, seconded by Mr. Larson, to approve the Bills Paid Report from July 12, 2017 through August 18, 2017 in the amount of \$844,760.46. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Dobbs. Nays; none. Ms. Vieth was absent. Motion carries.

Report of the Director: Mr. Archer reported that the first month of the fiscal year has begun and overall checkout figures for FY2017 were down nearly 8% from FY2016. Some of the reasons are:

- DVDs and Blu-rays are down 8% and music CDs are down 16%. This reflects the transition from traditional media to digital download and streaming. Family films on DVD and Blu-ray are an exception, and remain popular at CMPLD posting a 4% gain in FY2017.

- Traditional audiobook CDs are down 12% from FY2016. Mirroring national trends, downloadable audiobooks have gained significant popularity at CMPLD, increasing 15% in FY2017.

Mr. Archer announced that CMPLD donated 226 withdrawn children's books to the Round Lake School District after the July 12th storm resulted in extreme damage to Murphy Elementary School. He also reported on developing news in the District from the Mundelein Village Board and the Libertyville Village Board and that official notice was given for sealed bid proposals for printing and mailing services of the library's quarterly newsletter. Deadline for bid submissions is Tuesday, September 26, 2017. Announcements of the bid opportunity were emailed to area printers, posted on the library's website and submitted to the North American Procurement Council's for publication on their bid website. He announced that Trustee Day at the Illinois Library Association Conference will be held on Thursday, October 12 at the Tinley Park Convention Center and that a total of 4,954 patrons registered for the 2017 Summer Reading Club.

Approve the Report of the Director: Ms. Oakley made a motion, seconded by Mr. Larson, 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. Dobbs. Nays; none. Ms. Vieth was absent. Motion carries. Ms. Dobbs asked why the Outreach numbers are down. Mr. Archer will ask the Outreach Manager and get back to her.

Report of the President: Ms. Quirke reported that she has asked Mr. Archer to please let the trustees know when there is a retirement party at the library so that they may attend if available.

Other Business: Mr. Schuler made a motion, seconded by Mr. Larson to approve Resolution 2017-2018/1 declaring closed session minutes confidential and/or non-confidential for meetings through July, 2017. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Dobbs. Nays; none. Ms. Vieth was absent. Motion carries.

Mr. Schuler made a motion, seconded by Ms. Oakley, to approve Resolution 2017-2018/2 appointing a TIF Representative for the Village of Libertyville and Green Oaks. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Dobbs. Nays; none. Ms. Vieth was absent. Motion carries.

Ms. Johnson made a motion, seconded by Ms. Dobbs to approve the 2018 Library Closure dates as presented by Administration. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Dobbs. Nays; none. Ms. Vieth was absent. Motion carries.

Communications: None.

Public questions: None.

Adjourn to Closed Session: At 7:07 p.m., Mr. Larson made a motion, seconded by Ms. Oakley to adjourn to closed session as permitted by (5 ILCS 120/2c-1) for the discussion on the

performance of a specific employee. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Dobbs. Nays; none. Ms. Vieth was absent. Motion carries.

Regular Meeting Resumed: The regular meeting resumed at 7:13 p.m.

Trustees voted to accept the unanimous recommendation by the Finance and Employee Practices Committee to increase the director's annual salary by 2% retroactive to July 1, 2017 based on the director's positive performance evaluation. Though not requiring a second, Ms. Quirke asked for one, which was provided by Mr. Johnson. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Dobbs. Nays; none. Ms. Vieth was absent. Motion carries.

Adjournment: Mr. Larson made a motion, seconded by Mr. Johnson, to adjourn the meeting. Having no further business, the meeting was adjourned at 7:14 p.m. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Dobbs. Nays; none. Ms. Vieth was absent. Motion carries.

Respectfully submitted,

Rob Schuler, Secretary

Bonnie Quirke, President