

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

September 19, 2017

**Call to order:** The regular meeting of the Cook Memorial Public Library District was held on Tuesday, September 19, 2017 at the Cook Park Library, 413 N. Milwaukee Ave., Libertyville, Illinois. A quorum being present, the meeting was called to order by President Pro-tem Wendy Vieth at 6:30 p.m. Trustees present at roll call in addition to Ms. Vieth were: Rob Schuler, Jim Larson, Ann Oakley, Nate Johnson, and Phyllis Dobbs. Bonnie Quirke was absent.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua and Administrative Assistant Gabriella Pantle.

**Public comment:** None.

**Approval of the Minutes:** Mr. Johnson made a motion, seconded by Mr. Larson, to approve the minutes of the regular meeting of August 22, 2017. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Oakley, Mr. Johnson, and Ms. Dobbs. Nays; none. Ms. Vieth abstained. Ms. Quirke was absent. Motion carries.

Mr. Johnson made a motion, seconded by Mr. Schuler, to approve the minutes of the closed session of August 22, 2017. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Oakley, Mr. Johnson, and Ms. Dobbs. Nays; none. Ms. Vieth abstained. Ms. Quirke was absent. Motion carries.

**Approval of the Bills:** Mr. Johnson made a motion, seconded by Mr. Larson, to approve the Bills Paid Report from August 19, 2017 through September 15, 2017 in the amount of \$565,433.92. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Vieth, Ms. Oakley, Mr. Johnson, and Ms. Dobbs. Nays; none. Ms. Quirke was absent. Motion carries.

**Report of the Director:** Mr. Archer reported on July statistics that the board questioned at the last meeting regarding the 8% decline in door counts and the 13% decline in circulation numbers for Outreach. For the door counts, he reported that nothing indicated one specific problem. Each day in July was slower in 2017 than in 2016, which is what contributed to the decline. The decline in circulation numbers for Outreach was due to the bookmobile being off road for four days to get some repair work done. Moving on, statistics for August showed visitor counts up and steady at both locations, with print checkouts holding steady and eLibrary checkouts up. Mr. Archer reported on the staff training session from the previous Friday when staff who attended the American Library Association's (ALA) annual conference in Chicago provided recaps of the programs they attended. Trustees asked if slide shows or a PowerPoint of the ALA presentations could be sent to them. Mr Archer also reported that with the school year underway, weekday afternoons are especially busy once again at Aspen Drive with about 60 students in the building at any given time between 2-6pm. Hawthorn School's Resource Officer, who is a uniformed member of the Vernon Hills Police Dept., makes a visit to the library during this time, which is

very helpful. In addition, due to the overwhelming patron interest, *Alexander Hamilton: The Man, The Writer, The Musical* program on August 23<sup>rd</sup>, originally scheduled at Aspen Drive, was moved to the adjacent Sullivan Center, attracting 325 patrons. He then announced that as part of our school services initiatives, the library is once again a job site for students in the Special Education District of Lake County (SEDOL) job training program. The SEDOL program provides practical vocational experiences for students transitioning from school to work. Students are supervised by a SEDOL job coach and are onsite at the Cook Park Library for three hours daily during the school year. Lastly, he provided updated numbers for ShoutBomb, the library's text notification service, and Boopsie, the library's mobile app.

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

## **REPORTS OF COMMITTEES AND REPRESENTATIVES**

**Finance & Employee Practices:** Ms. Oakley made a motion, seconded by Mr. Larson, to approve the Budget and Appropriations Ordinance 2017-2018/1. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Vieth, Ms. Oakley, Mr. Johnson, and Ms. Dobbs. Nays; none. Ms. Quirke was absent. Motion carries.

**Building and Grounds:** Ms. Vieth said that there was nothing to report but announced that the committee would have a meeting after the October regular board meeting. Most likely in November.

**Policy Review:** Ms. Oakley said that there was nothing to report but announced that the committee will have a meeting on October 2, 2017 at 6:30 p.m. at the Cook Park Library.

**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:** No report.

**Technology Committee:** No report.

**Adhoc Committee for Cooperative Opportunities:** No report.

**Communications:** None.

**Public questions:** None.

**Adjournment:** Mr. Larson made a motion, seconded by Mr. Johnson, to adjourn the meeting. Having no further business, the meeting was adjourned at 7:01 p.m. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Vieth, Ms. Oakley, Mr. Johnson, and Ms. Dobbs. Nays; none. Ms. Quirke was absent. Motion carries.

Respectfully submitted,

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Rob Schuler, Secretary

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Wendy Vieth, President Pro-tem