

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

March 20, 2018

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, March 20, 2018 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. Trustees present at roll call in addition to Ms. Quirke were: Wendy Vieth, Jim Larson, Rob Schuler, Phyllis Dobbs, Nate Johnson, and Ann Oakley.

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. Larson made a motion, seconded by Ms. Dobbs, to approve the minutes of the regular meeting of February 20, 2018. Roll call was as follows: Ayes; Mr. Johnson, Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Quirke, Ms. Dobbs, and Mr. Schuler. Nays; none. Motion carries.

Mr. Schuler made a motion, seconded by Mr. Johnson to approve the minutes of the special meeting of March 6, 2018. Roll call was as follows: Ayes; Mr. Johnson, Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Quirke, Ms. Dobbs, and Mr. Schuler. Nays; none. Motion carries.

Approval of the Bills: Mr. Schuler made a motion, seconded by Ms. Dobbs, to approve the Bills Paid Report from February 17, 2018 through March 16, 2018 in the amount of \$615,581.91. Roll call was as follows: Ayes; Mr. Johnson, Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Quirke, Ms. Dobbs, and Mr. Schuler. Nays; none. Motion carries.

Report of the Director: Mr. Archer briefly went over the statistical report by reporting that visitor counts were down at both locations, adult fiction saw a slight increase, and e-library content was up 2%. As part of his narrative report, Mr. Archer reminded trustees of their requirement to complete the annual Statement of Economic Interest form no later than May 1, 2018. He then reported on his recent trip to the Addison Public Library to observe their after-school operations and learn additional practices to manage and engage 5th-8th graders after school. Like Aspen Drive Library, Addison Library has many students coming to the library after school due to its close proximity to the schools. He then explained some of the key elements of the very successful Addison Library model that staff would like to start implementing at the Aspen Drive Library. Not knowing if the trustees were aware of all the community organizations through which the library partners, he listed many of the current organizations including but not limited to GLMV, Libertyville-Mundelein Historical Society, Hawthorn School District 73, and Libertyville School Districts 68, 70 and 128. Finally, Mr. Archer reported on the Libertyville Leaders Workshop that he attended on March 14, which is a Village sponsored meeting that

involves various civic, and community organizations. The purpose of the meeting is to discuss goals, projects, and opportunities for partnership.

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

Report of the President: Ms. Quirke reminded trustees about Talk With the Trustees that takes place quarterly and asked that they all take turns volunteering.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: No report. Meeting next month.

Policy Review: Ms. Oakley reported that some revised policies will be presented to the board at next month's board meeting.

Building and Grounds: 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: No report.

Technology Committee: No report.

Adhoc Committee for Cooperative Opportunities: No report.

Approval of Contract with Product Architecture + Design: Mr. Johnson made a motion, seconded by Mr. Larson to approve the contract with Product Architecture + Design. During discussion, Ms. Quirke asked Mr. Archer if he had negotiated for a lower fee at all. He confirmed that he did not. Ms. Quirke then amended the motion on the floor to direct the Director to negotiate a lower fee with Product Architecture + Design and bring it back to the board. Mr. Schuler seconded. Roll call was as follows: Ayes; Mr. Schuler, Ms. Dobbs, Ms. Vieth, Mr. Larson, Mr. Johnson, Ms. Quirke, and Ms. Oakley. Nays; none. Motion carries.

Discussion and Selection of Construction Management Firm: Mr. Johnson made a motion, seconded by Mr. Schuler to rank the four firms interviewed. The two ranked the highest would be asked to submit their fees before a final firm is chosen. Roll call was as follows: Ayes; Mr.

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

The trustees then ranked the firms with the following results:

1st: Shales McNutt
2nd: Featherstone
3rd: Frederick Quinn
4th: Hezner

Mr. Archer will contact Shales McNutt and Featherstone Inc., and ask them to submit a fee calculation quote. Trustees asked that the quotes be sent to them as soon as they are received so that they have time to review them.

Other Business – Resolution 2017-2018/11: Mr. Johnson made a motion, seconded by Mr. Larson to approve Resolution 2017-2018/11 appointing a representative and alternate to the governing Board of Cooperative 90's Health Plan/Dental Plan. Roll call was as follows: Ayes; Mr. Schuler, Ms. Dobbs, Ms. Vieth, Mr. Larson, Mr. Johnson, Ms. Quirke, and Ms. Oakley. Nays; none. Motion carries.

Communications: Mr. Johnson reported that he attended Talk With the Trustees at Aspen and only spoke with one couple who are very pleased with the facility but were wondering what the potential might be for a pick-up window. After discussing, trustees agreed that even with the expansion, it logistically wouldn't be possible to add a pick-up window.

Mr. Archer announced that he would be out of town from Friday, March 23 through Friday, March 30.

Public questions: None.

Adjournment: Mr. Johnson made a motion, seconded by Mr. Larson, to adjourn the meeting. Having no further business, the meeting was adjourned at 7:44 p.m. Roll call was as follows: Ayes; Mr. Schuler, Ms. Dobbs, Ms. Vieth, Mr. Larson, Mr. Johnson, Ms. Quirke, and Ms. Oakley. Nays; none. Motion carries.

Respectfully submitted,

Rob Schuler, Secretary

Bonnie Quirke, President