

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

November 14, 2017

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, November 14, 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: Jim Larson, Phyllis Dobbs, and Wendy Vieth. Nate Johnson, Ann Oakley and Rob Schuler were absent. Ms. Quirke appointed Mr. Larson as Secretary Pro-tem in Mr. Schuler's absence.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua and Administrative Assistant Gabriella Pantle. Also present was Lauren Chilvers, The Fundraising Librarian.

Public comment: None.

Approval of Fundraising Feasibility Study for Proposed Aspen Drive Library Expansion: Mr. Archer introduced Ms. Chilvers who summarized her proposal to consult for fundraising planning.

Ms. Oakley joined the meeting at 6:34 p.m. and Mr. Johnson at 6:36 p.m. during Ms. Chilvers' presentation.

Her proposal would provide the library with fundraising planning services for the proposed Aspen Drive Library expansion that would identify potential donors and establish realistic goals for a capital campaign. The project, over a nine-month period, would include benchmarking the last 5 years of fundraising at the Library, creating a Feasibility Study Steering Committee, creating a Case Statement to use during the Feasibility Study, conducting the Feasibility Study itself, and preparing a final report. After a brief question and answer session, Ms. Chilvers left the meeting. Mr. Larson made a motion, seconded by Ms. Vieth to approve Ms. Chilvers' proposal in an amount not to exceed \$3,360. After a lengthy discussion roll call was as follows: Ayes; Ms. Oakley, Mr. Larson, Ms. Quirke, Mr. Johnson, and Ms. Vieth. Nays; Ms. Dobbs. Mr. Schuler was absent. Motion carries.

Approval of the Minutes: Mr. Johnson made a motion, seconded by Mr. Larson, to approve the minutes of the regular meeting of October 17, 2017. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Schuler was absent. Motion carries.

Approval of the Bills: Mr. Johnson made a motion, seconded by Mr. Larson, to approve the Bills Paid Report from October 14, 2017 through November 10, 2017 in the amount of \$580,794.46. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nay; none. Mr. Schuler was absent. Motion carries.

Report of the Director: Mr. Archer briefly reported on the monthly statistics and the Libertyville TIF meeting that he attended. He then invited the trustees to visit the Maker Space at Cook Park to see its process and announced that he would be showing them the completed space at the December board meeting.

Approve Report of the Director: Ms. Oakley made a motion, seconded by Ms. Dobbs, to approve the Report of the Director. Mr. Larson suggested that the Statistical Report include a graphic representation to show trends. The other trustees agrees. Mr. Archer will work something up. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Schuler was absent. Motion carries.

Report of the President: None.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: Ms. Dobbs made a motion, seconded by Mr. Larson to approve Ordinance 2017-2018/2 approving the annual levy. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Schuler was absent. Motion carries.

Ms. Oakley made a motion, seconded by Ms. Dobbs, to accept the FY2016-2017 Audit. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Schuler was absent. Motion carries.

Ms. Dobbs made a motion, seconded by Ms. Vieth to approve Resolution 2017-2018/5 authorizing the treasurer or designees to execute a customer agreement with J.P. Morgan Securities, LLC for custodial services concerning library investments and to establish a banking relationship with First Bank and Trust. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Schuler was absent. Motion carries.

Policy Review: No report.

Building and Grounds: Ms. Vieth reported that at the committee meeting on Nov. 9, committee members reviewed two quotes to replace a deteriorating sewer line at the Cook Park Library. Because the requested expenditure is over \$5,000 and is unbudgeted, it must be approved by the board, per library policy. She announced that it is a committee recommendation to accept the quote from Arrow Plumbing in the amount of \$5,544. Not requiring a second, roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nay; none. Mr. Schuler was absent. The quote from Arrow Plumbing is approved.

Ms. Vieth reported that the committee also reviewed two quotes to replace a sump pump and related materials at the Cook Park Library. Again, because the requested expenditure is over \$5,000 and unbudgeted, it must be approved by the board, per library policy. She announced that it is a committee recommendation to accept the quote from Arrow Plumbing in the amount of

\$5,638. Not requiring a second, roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Schuler was absent. The quote from Arrow Plumbing is approved.

Mr. Archer reported that the Committee also reviewed at their Nov. 9 meeting an attorney-approved memo outlining two models the board may wish to consider for professional oversight of the construction project for the proposed Aspen Drive Library expansion. The traditional owner's representative model, which the Library has done in the past with various construction projects, was reviewed. With the Construction Manager as Agent model, the Library hires a Construction Manager as Agent for a fixed fee to manage a construction project. The Library holds all contracts with subcontractors and signs off on individual pay requests. A third model, Construction Manager at Risk, is not recommended by library legal counsel because the CM holds all contracts with subcontractors, essentially acting as a general contractor without competitive bidding, which is a violation of state bidding laws. Ms. Vieth announced that it is a committee recommendation to direct the Director to issue a Request for Qualifications for a Construction Manager as Agent to area construction management firms with the intent to interview firms in early 2018. Not requiring a second, roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Schuler was absent. The recommendation is approved.

Development: Mr. Archer reported that Adrienne Booker from Ehlers presented a number of different funding scenarios for the proposed Aspen Drive Library Expansion at the October 17 committee meeting. After committee members discussed the pros and cons of each funding scenario, they agreed that it would be helpful to see additional funding scenarios, which are being presented tonight. Mr. Cerqua explained the five additional funding scenarios noting that a commitment does not need to be made until February or March, or even later, of 2018 depending on which direction the market goes. Ms. Quirke would like the trustees to review the different scenarios and be prepared to discuss it at the December meeting.

Resources, Services and Long Range Planning: No report.

Village of Libertyville Parking Commission Representative: Ms. Vieth had nothing to report but announced that a meeting is scheduled for next week.

Friends' Representative: No report.

RAILS Representative: No report.

Historical Society Representative: Ms. Quirke reported that the Cook House will be open next month for the holidays.

Technology Committee: Mr. Johnson had nothing to report but noted that a meeting should be scheduled after Thanksgiving.

Adhoc Committee for Cooperative Opportunities: Ms. Quirke reported that she sent a response to Hawthorn School District 73 Superintendent Nick Brown's letter requesting to use 40 parking spaces at the Aspen Drive Library for the School District's planned kindergarten building to the south of the library. The response proposed the possibility of the Library and School District sharing in the expense of constructing additional parking to meet the future needs of both entities.

Communications: None.

Public questions: None.

Adjournment: Mr. Larson made a motion, seconded by Ms. Vieth, to adjourn the meeting. Having no further business, the meeting was adjourned at 7:55 p.m. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Schuler was absent. Motion carries.

Respectfully submitted,

Jim Larson, Secretary Pro-tem

Bonnie Quirke, President