

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

April 17, 2018

**Call to order:** The regular meeting of the Cook Memorial Public Library District was held on Tuesday, April 17, 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: Nate Johnson, Jim Larson, Ann Oakley, and Phyllis Dobbs. Rob Schuler and Wendy Vieth were absent.

In Mr. Schuler's absence, Ms. Quirke appointed Ms. Dobbs as Secretary Pro-tem.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua, Senior Manager of Children's Services Melissa Phillips, and Administrative Assistant Gabriella Pantle. Also present were Tiffany Nash and Dan Pohrte of Product Architecture + Design.

**Public comment:** None.

**Presentation by Product Architecture + Design:** Ms. Nash and Mr. Pohrte presented their most current design concepts based on discussions with staff. Mr. Archer reported that a core team of staff members would be meeting with the architects every two weeks on Tuesdays. The architects then went over their preliminary project schedule. A question and answer session with trustees followed.

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

Ms. Dobbs made a motion, seconded by Ms. Oakley to approve the minutes of the special meeting of April 4, 2018. Roll call was as follows: Ayes; Mr. Johnson, Mr. Larson, Ms. Oakley, Ms. Quirke, and Ms. Dobbs. Nays; none. Ms. Vieth and Mr. Schuler were absent. Motion carries.

**Approval of the Bills:** Mr. Johnson made a motion, seconded by Ms. Oakley, to approve the Bills Paid Report from March 17, 2018 through April 13, 2018 in the amount of \$565,540.94. Roll call was as follows: Ayes; Mr. Johnson, Mr. Larson, Ms. Oakley, Ms. Quirke, and Ms. Dobbs. Nays; none. Ms. Vieth and Mr. Schuler were absent. Motion carries.

**Report of the Director:** Mr. Archer reported on the statistical report first. There has been an unusual decline in juvenile program attendance, which is being attributed to a decline in story time attendance. Mr. Archer reported that staff would look into it. Mr. Archer then updated the trustees on the Charters of Freedom Monument. At the April 3 Village of Libertyville Parks and Recreation Committee meeting, representatives from the Founders 55 organization presented conceptual drawings for the Charters of Freedom monuments being proposed for the northwest

corner of Cook Park, approximately 30 feet from the Cook Park Library building. Committee members believed that additional public input was needed and requested that full size models of the monuments be placed at the proposed location. At the April 10 Village Board meeting, trustees approved a resolution authorizing use of Cook Park to install a temporary model in order to solicit public input. Trustees discussed it briefly but choose to remain neutral on this issue. Mr. Archer then announced that Gary Murphy, CMPLD's facilities manager for the last nearly 19 years, has announced his retirement effective June 1, 2018. Details on his retirement party will be forthcoming. Lastly, Mr. Archer provided the trustees with a sampling of training sessions that staff members attended in the last year. He explained that the annual budget includes funding for this type of continuing education, which takes place year round.

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

**Report of the President:** No report.

## **REPORTS OF COMMITTEES AND REPRESENTATIVES**

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

**Policy Review:** Mr. Archer reported that the Policy Committee had a meeting in March and are recommending approval from the full board for the revised policies that were reviewed at that time. The committee is recommending approval of the *Purchasing Goods and Services Policy* as presented. Not requiring a second, roll call was as follows: Ayes; Mr. Johnson, Mr. Larson, Ms. Oakley, Ms. Quirke, and Ms. Dobbs. Nays; none. Ms. Vieth and Mr. Schuler were absent. The revised policy is approved. The committee is also recommending approval of the *Fund Balance Policy* as presented. Not requiring a second, roll call was as follows: Ayes; Mr. Johnson, Mr. Larson, Ms. Oakley, Ms. Quirke, and Ms. Dobbs. Nays; none. Ms. Vieth and Mr. Schuler were absent. The revised policy is approved. The committee is next recommending approval of the *Gifts and Donations Policy*. Ms. Dobbs voiced her concerns regarding parts of this policy and made a motion, seconded by Mr. Johnson to table this policy until legal counsel has reviewed these concerns. Roll call was as follows: Ayes; Mr. Johnson, Mr. Larson, Ms. Oakley, Ms. Quirke, and Ms. Dobbs. Nays; none. Ms. Vieth and Mr. Schuler were absent. Motion carries. The committee is also recommending approval of the *Drug-Free Workplace Policy*. Not requiring a second, roll call was as follows: Ayes; Mr. Johnson, Mr. Larson, Ms. Oakley, Ms. Quirke, and Ms. Dobbs. Nays; none. Ms. Vieth and Mr. Schuler were absent. The revised policy is approved. Mr. Johnson then made a motion, seconded by Mr. Larson, to approve changes made to the *By-Laws* regarding the role of the secretary as the local election official. Roll call was as follows: Ayes; Mr. Johnson, Mr. Larson, Ms. Oakley, Ms. Quirke, and Ms. Dobbs. Nays; none. Ms. Vieth and Mr. Schuler were absent. Motion carries. The last policy being recommended for approval is the *Patron Records Policy*. Mr. Archer explained that committee members reviewed this policy at its October 2, 2017 meeting and deferred action until additional information could be obtained as to how other area libraries handle account access for children age 14-17. CMPLD currently has an internal procedure in place that limits parents or guardians

of children 14-17 years of age to only “receive account information for the purposes of recovering overdue material and settling accounts for lost, late, or damaged material, and for other matters related to the recovery of material or charges incurred by minor children for which a parent or guardian may be considered liable.” He explained further that the philosophy behind this procedure has been to provide a level of confidentiality and privacy for teens at a time when they are developing a sense of self and beginning to explore and understand the world as individuals. Of the six area libraries polled, two have the same procedure as CMPLD. The remaining four allow a parent/guardian full access to a child’s account information. A long discussion ensued on whether CMPLD’s current internal procedure is appropriate. Mr. Johnson then made a motion, seconded by Ms. Dobbs, to approve the policy as presented. Roll call was as follows: Ayes; Mr. Johnson and Ms. Dobbs. Nays; Ms. Oakley, Ms. Quirke and Mr. Larson. Ms. Vieth and Mr. Schuler were absent. Motion fails. This policy will go back to committee for further discussion.

**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.

**Other Business – Resolution 2017-2018/10:** Mr. Larson made a motion, seconded by Ms. Dobbs to approve Resolution 2017-2018/10 repealing the Elections Policy. Roll call was as follows: Ayes; Mr. Johnson, Mr. Larson, Ms. Oakley, Ms. Quirke, and Ms. Dobbs. Nays; none. Ms. Vieth and Mr. Schuler were absent. Motion carries.

**Communications:** Mr. Archer explained the email received from a patron regarding the screening of R rated films at the library. Especially on Good Friday. The trustees appreciate the email but feel that no action is necessary stating that patrons are free to not attend any program that they find offensive or inappropriate and reaffirmed their confidence in the Director’s decisions.

**Public questions:** None.

**Adjournment:** Mr. Johnson made a motion, seconded by Ms. Dobbs to adjourn the meeting. Having no further business, the meeting was adjourned at 8:04 p.m. Roll call was as follows: Ayes; Mr. Johnson, Ms. Larson, Ms. Oakley, Ms. Quirke, and Ms. Dobbs. Nays; none. Ms. Vieth and Mr. Schuler were absent. Motion carries.

Respectfully submitted,

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Phyllis Dobbs, Secretary Pro-tem

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Bonnie Quirke, President