

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

August 21, 2018

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, August 21, 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: Rob Schuler, Phyllis Dobbs, Nate Johnson, Jim Larson, and Ann Oakley. Wendy Vieth was absent.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua, and Senior Manager of Children's Services Melissa Phillips.

Ms. Quirke asked that item #6, Discussion of Bookmobile Options, be deferred until a future meeting to give trustees additional time to review the report and make a visit on the Bookmobile. Mr. Johnson made a motion, seconded by Ms. Dobbs, to defer Item #6 to a future meeting. Roll call was as follows: Ayes; Mr. Schuler, Ms. Dobbs, Mr. Johnson, Mr. Larson, Ms. Quirke, and Ms. Oakley, Nays; none. Ms. Vieth was absent. Motion carries.

Public Comment: None.

Aspen Drive Library Facility Expansion Update: Mr. Archer updated trustees on the expansion timetable and explained that architects are now in technical review.

Ordinance 2018-2019/1: Mr. Archer explained that the ordinance is for renewing and revising the Special Reserve Fund Plan of the Library District and authorizes the Board to expend accumulated balances in the Special Reserve Fund for costs associated with the Aspen Drive Library expansion. Mr. Johnson then made a motion, seconded by Ms. Dobbs to approve Ordinance 2018-2019/1 Renewing and Revising the Special Reserve Fund Plan of the Cook Memorial Public Library District. Roll call was as follows: Ayes; Mr. Schuler, Ms. Dobbs, Mr. Johnson, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Vieth was absent. Motion carries.

Approval of the Minutes: Mr. Johnson made a motion, seconded by Ms. Dobbs to approve the regular meeting minutes of July 18, 2018 after amending the day from Tuesday to Wednesday. Roll call was as follows: Ayes; Mr. Schuler, Ms. Dobbs, Mr. Johnson, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Vieth was absent. Motion carries.

Mr. Johnson made a motion, seconded by Ms. Dobbs to approve the first closed session minutes of July 18, 2018 after amending the day from Tuesday to Wednesday. Roll call was as follows: Ayes; Mr. Schuler, Ms. Dobbs, Mr. Johnson, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Vieth was absent. Motion carries.

Ms. Dobbs made a motion, seconded by Mr. Schuler to approve the second closed session minutes of July 18, 2018. Roll call was as follows: Ayes; Mr. Schuler, Ms. Dobbs, Mr. Johnson, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Vieth was absent. Motion carries.

Approval of the Bills: Mr. Schuler made a motion, seconded by Ms. Dobbs, to approve the Bills Paid Report from July 13, 2018 through August 17, 2018 in the amount of \$935,025.60. Roll call was as follows: Ayes; Mr. Schuler, Ms. Dobbs, Mr. Johnson, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Vieth was absent. Motion carries.

Report of the Director: After updating the board on statistics for the month, Mr. Archer announced that the fall issue of the quarterly newsletter will hit mailboxes around August 20. He also announced that in partnership with the Mundelein/Vernon Hills Rotary Club and Vernon Hills Park District, the Library helped introduce a Little Free Library in Hartmann Park in Vernon Hills. He explained that the Little Free Library concept is mostly an exchange program that works on the honor system where neighborhood residents take a book and also return one in the same visit. During its weekly stops in the neighborhood, the CMPLD Bookmobile staff will check on the Library and, if needed, add donated and/or withdrawn books to the collection. An additional Little Free Library will be installed within the next two months at Westwood Park in Vernon Hills. He noted that both locations are in areas with high concentrations of children. Lastly, Mr. Archer announced that the ESL classes are back again and will begin later this month at both the Aspen Drive and Cook Park Libraries.

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

Report of the President: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: Ms. Quirke reported that a meeting is scheduled for September 4.

Policy Review: Ms. Oakley reported that a meeting is scheduled for September 25.

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: Mr. Johnson reported that the committee met on July 31 and reviewed I.T. drawings of the Aspen Drive Library expansion.

Adhoc Committee for Cooperative Opportunities: No report.

Other Business: Ms. Dobbs made a motion, seconded by Mr. Johnson to approve Resolution 2018-2019/1 Declaring Closed Session Minutes Confidential or Non-Confidential Through June, 2018. Roll call was as follows: Ayes; Mr. Schuler, Ms. Dobbs, Mr. Johnson, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Vieth was absent. Motion carries.

Communications: Trustees reviewed an email from a resident regarding library programming.

Public questions: None.

Adjournment: Mr. Schuler made a motion, seconded by Ms. Dobbs to adjourn the meeting. Having no further business, the meeting was adjourned at 7:20 p.m. Roll call was as follows: Ayes; Mr. Schuler, Ms. Dobbs, Mr. Johnson, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Vieth was absent. Motion carries.

Respectfully submitted,

James Larson, Secretary

Bonnie Quirke, President