

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

November 27, 2018

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, November 27, 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: Ann Oakley, Phyllis Dobbs, and Jim Larson. Wendy Vieth, Nate Johnson, and Rob Schuler were absent.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua, and Administrative Assistant Gabriella Pantle. Also present was district resident Jennifer Banek.

Mr. Johnson and Ms. Vieth joined the meeting at 6:32 p.m. immediately after roll call.

Public Comment: None.

Aspen Drive Library Facility Expansion Update: Mr. Archer reported that the library has 29 separate trade contracts out to bid at this time and that all bids are due on December 7. Featherstone Construction will review the bids and will recommend the lowest qualified bidders for each of the trade contracts to the board at a special board meeting on Thursday, December 13. The goal is for the cumulative total of the bids to fall at or below the budgeted amount for the entire project. He also reported that library staff are working on a communications plan to promote the expansion project to the community. Mr. Archer then announced that with the passage of the Hawthorn 73 School building referendum, construction of the new kindergarten building to the south of the Aspen Drive Library is scheduled to begin in 2019. He explained that Hawthorn 73 and CMPLD will split the costs of adding 20 additional parking spaces to the library's 'new' lot. A portion of the lot will be used for parking by kindergarten staff during the school day.

Approval of the Minutes: Mr. Johnson made a motion, seconded by Ms. Vieth to approve the minutes of the regular meeting of October 16, 2018. Roll call was as follows: Ayes; Ms. Quirke, Ms. Oakley, Ms. Dobbs, Mr. Johnson, Ms. Vieth, and Mr. Larson. Nays; none. Mr. Schuler was absent. Motion carries.

Ms. Vieth made a motion, seconded by Mr. Johnson to approve the minutes of the special meeting of October 30, 2018. Roll call was as follows: Ayes; Ms. Quirke, Ms. Oakley, Ms. Dobbs, Mr. Johnson, Ms. Vieth, and Mr. Larson. Nays; none. Mr. Schuler was absent. Motion carries.

Approval of the Bills: Mr. Johnson made a motion, seconded by Ms. Dobbs to approve the Bills Paid Report from October 13, 2018 through November 20, 2018 in the amount of \$739,488.62. Roll call was as follows: Ayes; Ms. Quirke, Ms. Oakley, Ms. Dobbs, Mr. Johnson, Ms. Vieth, and Mr. Larson. Nays; none. Mr. Schuler was absent. Motion carries.

Report of the Director: After updating the board on statistics, Mr. Archer announced that for the fifth consecutive year, CMPLD has been recognized as a “Star Library”; just one of 257 in the country to receive this award out of 7,361 libraries. Star Libraries are identified based on library visits, checkouts, program attendance, and internet and eLibrary use. He reported that per the Board-approved Purchasing Goods and Services Policy, which requires certain maintenance and service contracts to be re-bid every five years, the library recently sought quotes for snow removal and landscaping at both library locations. Vernon Hills-based James Martin Associates was the lowest qualified bidder for both services and was awarded the contract to begin service on November 1. Mr. Archer also briefly reported on the annual Joint Review Board meetings that he attended on October 10 for the Green Oaks TIF District and on November 14 for the Downtown Libertyville TIF District. He closed his report by providing dates for some upcoming events.

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

Report of the President: Ms. Quirk praised library staff for offering such a wide variety of programs.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: Ms. Dobbs referred trustees to the Levy Ordinance in their packets and explained that the ordinance is a legal requirement that establishes how the library proposes to spend public funds on its operations. She announced that Mr. Cerqua prepared 3%, 3.5% and 4% levy calculations for the FY 2018-2019 annual Property Tax Levy Ordinance and explained the differences between the three different scenarios. While the committee unanimously agreed that 4% was too high of a levy, Ms. Quirke explained that the majority of the committee is recommending the 3.5% calculation while Ms. Dobbs is proposing a 3.25% levy. After a somewhat lengthy discussion, Ms. Quirke made a motion, seconded by Ms. Oakley to approve Ordinance 2018-2019/3 in the amount of \$9.3 million which represents a 3.5% increase over the prior year’s extended levy. Roll call was as follows: Ayes; Ms. Quirke, Ms. Oakley, Mr. Johnson, Ms. Vieth, and Mr. Larson. Nays; Ms. Dobbs. Mr. Schuler was absent. Motion carries.

Ms. Dobbs then discussed the annual audit prepared by Mueller & Co., LLP and explained that an annual audit is required by law and reviews the accuracy of the library’s financial statements and accounting policies. She announced that it is a committee recommendation to accept the FY2017-2018 audit. Not requiring a second, roll call was as follows: Ayes; Ms. Quirke, Ms. Oakley, Ms. Dobbs, Mr. Johnson, Ms. Vieth, and Mr. Larson. Nays; none. The FY2017-2018 audit is accepted.

Ms. Dobbs reported on the financing options that were discussed with Speer Financial at their committee meeting for the Aspen Drive Library expansion and went over the differences.

Committee members then went over their reasons for choosing the options that they chose. Ms. Quirke and Ms. Oakley prefer issuing debt certificates because they would not involve any tax levies, while Ms. Dobbs prefers the alternate revenue source bond option because it could result in a lower interest rate. After a somewhat lengthy discussion, Ms. Quirke announced that it is a committee recommendation to go with a debt certificate model to finance the Aspen Drive Library construction project. Not requiring a second, roll call was as follows: Ayes; Ms. Quirke, Ms. Oakley, Mr. Johnson, Ms. Vieth, and Mr. Larson. Nays; Ms. Dobbs. Mr. Schuler was absent. The use of debt certificates as the financing vehicle for the Aspen Drive Library construction project is approved. Speer Financial will coordinate the financing in which the library will borrow \$4 - \$4.5 million.

Policy Review: No report.

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 recently met to discuss technology needs for the Aspen Drive Library expansion.

Adhoc Committee for Cooperative Opportunities: No report but Mr. Archer explained that the committee may meet soon to discuss an intergovernmental agreement that attorney Jim Ferolo will draft for the Aspen Drive parking lot that will be shared with District 73 once the new kindergarten building is completed.

Other Business: Ms. Vieth made a motion, seconded by Mr. Johnson to approve Resolution 2018-2019/4 authorizing the transfer of \$800,000 from the General Fund to the Special Reserve Fund to be used for costs associated with the Aspen Drive Library construction project. Roll call was as follows: Ayes; Ms. Quirke, Ms. Oakley, Ms. Dobbs, Mr. Johnson, Ms. Vieth, and Mr. Larson. Nays; none. Mr. Schuler was absent. Motion carries.

Communications: Mr. Archer reported that a local art teacher approached him about a mural at the Aspen Drive Library. He explained to her that it wasn't in the plans due to the nature of the building but told her that he would inform the board of her offer. The trustees thanked her. The trustees also thanked CMPLD staff for their hard work in helping the library earn another 'Star Library' recognition from Library Journal.

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 7:43 p.m. Roll call was as follows: Ayes; Ms. Quirke, Ms. Oakley, Ms. Dobbs, Mr. Johnson, Ms. Vieth, and Mr. Larson. Nays; none. Mr. Schuler was absent. Motion carries.

Respectfully submitted,

James Larson, Secretary

Bonnie Quirke, President