

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

December 18, 2018

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, December 18, 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, Jim Larson, Wendy Vieth, and Rob Schuler. Nate Johnson was absent.

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.

Mr. Johnson joined the meeting at 6:35 p.m.

Public Comment: None.

Aspen Drive Library Facility Expansion Update: Mr. Archer reported that Featherstone is working with each of the vendors and getting contracts drafted which will need to be signed after the holidays. Staging for construction will begin as early as the Village will allow. Hopefully in late January.

Mr. Archer then went over Resolution 2018-2019/6 for accepting bids and awarding furniture and shelving contracts for the Aspen Drive Library Expansion Project. Mr. Archer explained that Tiffany Nash from Product Architecture reviewed all the bids and made her recommendations. He then took the trustees through the bid tabulation sheet contract by contract. Ms. Quirke made a motion, seconded by Ms. Dobbs to approve Resolution 2018-2019/6 approving the contracts as detailed in Exhibit A in the amount of \$338,822.92. Roll call was as follows: Ayes; Mr. Schuler, Ms. Vieth, Ms. Dobbs, Mr. Johnson, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Motion carries.

Approval of the Minutes: Mr. Johnson made a motion, seconded by Ms. Oakley to approve the minutes of the regular meeting of November 27, 2018. Roll call was as follows: Ayes; Mr. Schuler, Ms. Vieth, Ms. Dobbs, Mr. Johnson, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Motion carries.

Approval of the Bills: Mr. Schuler made a motion, seconded by Ms. Oakley to approve the Bills Paid Report from November 21, 2018 through December 12, 2018 in the amount of \$607,409.11. Roll call was as follows: Ayes; Mr. Schuler, Ms. Vieth, Ms. Dobbs, Mr. Johnson, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Motion carries.

Report of the Director: In addition to updating the board on the Statistical Report, Mr. Archer announced that he received updated statistics on the Shoutbomb Text Messaging Service. A total

of 740 patrons are now registered for the service, up from 412 in May. He also reported on the staff training that took place on December 7 and the annual Joint Review Board meeting for the Melody Farms TIF District that was held on November 27. Lastly, he announced some upcoming dates for action being taken by the Village of Vernon Hills for the Aspen Drive Library expansion project. The Planning & Zoning Committee will meet on January 16, the Committee of the Whole will meet on January 22 and the Board will meet on February 5.

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

Report of the President: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: Ms. Dobbs reported that at the committee's meeting on December 6, the committee discussed the financing amount for the Aspen expansion. At that time, committee members appeared comfortable with a debt amount between \$4.25 million and \$4.5 million but asked Mr. Cerqua to run a model with a debt amount of \$4.4 million for the committee to consider at its December 18 meeting. At that meeting, committee members reviewed an updated table prepared by Speer Financial that showed the addition of a debt amount of \$4.4M along with the debt amounts of \$4M, \$4.25M, and \$4.5M. After explaining the different debt amounts, Ms. Quirke made a motion, seconded by Mr. Schuler, to approve the committee's recommendation to eliminate the highest debt amount of \$4.5M and the lowest debt amount of \$4M from consideration. Roll call was as follows: Ayes; Mr. Schuler, Ms. Vieth, Ms. Dobbs, Mr. Johnson, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Motion carries.

Ms. Dobbs then went over the two remaining financial amounts in more detail. She explained that she favored financing \$4.25M as it would have a minimal effect on the projected 2030 fund balance but save on interest costs. Ms. Quirke, Ms. Oakley and Mr. Schuler favored financing \$4.4M as it would likely provide enough funds should any change orders exceed the contingency budget. With that, Ms. Quirke made a motion, seconded by Mr. Schuler to approve the committee's recommendation to pursue the \$4.4M option for the financing of the Aspen Drive Library expansion project. Roll call was as follows: Ayes; Ms. Quirke, Ms. Vieth, Mr. Johnson, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; Ms. Dobbs. Motion carries.

Lastly Ms. Dobbs reported that it's been seven years since the Library hired Mueller & Co. to conduct its annual audit and felt it was time to research other auditors. Committee members directed library administration to begin the process of soliciting proposals from area auditing firms for the audit of FY2019.

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: No report.

Adhoc Committee for Cooperative Opportunities: No report.

Other Business: Nate discussed his shift at Talk With the Trustees on December 1. One patron asked if more cooking programs could take place at Cook since they all seem to take place at Aspen. Another patron asked about having a piano at Aspen for patrons to use. Phyllis then discussed her shift and how there were some people who knew nothing about the upcoming Aspen expansion. She commented that the picture boards that were provided of the Aspen Expansion designs were very helpful.

Communications: Mr. Cerqua handed out a financial timetable prepared by Speer.

Public questions: None.

Adjournment: Ms. Vieth made a motion, seconded by Ms. Dobbs to adjourn the meeting. Having no further business, the meeting was adjourned at 7:26 p.m. Roll call was as follows: Ayes; Mr. Schuler, Ms. Vieth, Ms. Dobbs, Mr. Johnson, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Motion carries.

Respectfully submitted,

James Larson, Secretary

Bonnie Quirke, President