

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

March 19, 2019

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, March 19, 2019 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 6:31 p.m. Trustees present at roll call in addition to Ms. Quirke were: Wendy Vieth, Phyllis Dobbs, Nate Johnson, Jim Larson, and Ann Oakley. Rob Schuler was absent.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua and Administrative Assistant Gabriella Pantle. Also present was Trustee-elect Karen Singer.

Public Comment: None.

Approval of the Minutes: Mr. Johnson made a motion, seconded by Ms. Dobbs, to approve the minutes of the regular meeting of February 19, 2019. Roll call was as follows: Ayes; Ms. Vieth, Ms. Dobbs, Mr. Johnson, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Mr. Schuler was absent. Motion carries.

Ms. Dobbs made a motion, seconded by Mr. Johnson, to approve the minutes of the special meeting of February 19, 2019. Roll call was as follows: Ayes; Ms. Vieth, Ms. Dobbs, Mr. Johnson, Mr. Larson, Ms. Quirke, and Ms. Oakley. 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 February 15, 2019 through March, 15, 2019 in the amount of \$1,138,254.51. Roll call was as follows: Ayes; Ms. Vieth, Ms. Dobbs, Mr. Johnson, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nay; none. Mr. Schuler was absent. Motion carries.

Aspen Drive Library Expansion Updates from Director: Mr. Archer provided the most current photos of the construction site as of today and then updated the board on all the promotional endeavors being carried out for the construction. It was featured on the cover of the last Ins & Outs Newsletter, an extra-large foam core poster showing renderings of the designs is being prominently displayed at both libraries, the Library website is updated on a regular basis, the Vernon Hills cable program has already been taped and will air in April and social media posts will begin this week. He then asked the board if they would be available on April 1 for a special meeting to approve change orders. All the trustees said that date was good for them.

Report of the Director: Mr. Archer began with the Librarian Statistical Report announcing that door counts have been up at both locations and the numbers for program attendance are strong. During his narrative report, Mr. Archer announced that Children's Assistant Manager Heather Beverley was named *Library Journal's* 2019 Mover & Shaker and provided the article that was written up in *Library Journal*. He also announced that the 2019 Student Art Shows are now

taking place with artwork being exhibited from Libertyville District 70 at Cook Park Library and Hawthorn District 73 at Aspen Drive Library. He then reported on some new bills being introduced in the Illinois General Assembly and the U.S. Department of Labor's proposed new rules for overtime hours.

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

Report of the President: Ms. Quirke reported that Talk with the Trustee at Cook Park was very busy while she was there earlier this month. She said that she received many positive inquiries and comments on a wide range of topics from library cards to book clubs to old videotapes. Ms. Vieth reported that Aspen Drive was fairly quiet with mainly families who were on a mission to just get in and get out. Ms. Quirke suggested in a few months having the Talk With a Trustee on a weeknight at 6:30 instead of on the weekend. The trustees were receptive to that idea.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: Ms. Quirke reported that Mr. Cerqua provided a handout in the packet just as an FYI with an overview of the new state minimum wage law. No action is being taken on it tonight. A memo was also provided regarding the Tax Increment Financing (TIF) Districts in the Library District just to explain more clearly what they are. Basically, the TIF is used by municipalities to pay for public infrastructure improvements and other eligible costs to encourage private development in designated areas that would otherwise not be attractive to business owners. These designated areas are known as TIF Districts.

Policy Review: Next Policy meeting will be on April 9, 2019.

Building and Grounds: No report.

Development: No report.

Technology: Mr. Johnson reported that the committee had a meeting a few months back

Resources, Services and Long Range Planning: Mr. Johnson reported that they will convene when necessary after the election.

Adhoc Committee for Cooperative Opportunities: No report.

Village of Libertyville Parking Commission Representative: No report.

Friends' Representative: Mr. Archer announced that the preparations for the upcoming book sale are in full swing.

RAILS Representative: No report.

Historical Society Representative: Mr. Archer reported that he spoke with Jenny Barry about presenting to the board and thinks that June will be a good month.

Other Business: None.

Communications: None.

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 7:24 p.m. Roll call was as follows: Ayes; Ms. Vieth, Ms. Dobbs, Mr. Johnson, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Mr. Schuler was absent. Motion carries.

Respectfully submitted,

James Larson, Secretary

Bonnie Quirke, President