

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

April 16, 2019

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, April 16, 2019 at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois. A quorum being present, 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: 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.

Public Comment: None.

Approval of the Minutes: Ms. Vieth made a motion, seconded by Ms. Dobbs, to approve the minutes of the regular meeting of March 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.

Mr. Johnson made a motion, seconded by Ms. Dobbs, to approve the minutes of the special meeting of April 1, 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 March 16, 2019 through April 12, 2019 in the amount of \$1,017,353.39. 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 trustees with highlights of the construction over the last few weeks. He reported that Phase 1A begins on May 13 when workers start to come into the building and move out the compact shelving and furniture in the offices. The study rooms are no longer available to patrons so study space will be made available in the meeting room in between programming. Also a wall will be erected to block off the new addition with the existing library during construction of that addition.

Approval of Change Orders: Ms. Quirke made a motion, seconded by Ms. Vieth, to approve Contract 22, change order 005 to Associated Electrical Contractors in the amount of \$8,741.32 for revised electrical drawing modifications. 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.

Report of the Director: Mr. Archer reported that after careful consideration, the library's mobile app will be discontinued at the end of June. The app launched in 2015 and has been maintained by a third party vendor. There were a number of unresolved performance issues that ultimately tipped the decision to discontinue the app. Most notably, there were issues with the lack of speed and unexplained errors patrons encountered while placing holds and renewals. Usage of the mobile app, while not insignificant, was small compared to usage of the mobile version of the library's website. The \$6,000 annual cost of the app was considered too steep given its shortcomings.

Since the app's launch, library staff have made great strides in creating a mobile-friendly website experience. The Library's website, catalog and My Account are entirely mobile friendly and patrons can conveniently complete nearly all tasks available in the app using the mobile website. Staff will be available to show patrons how to easily add our website as a bookmark on their smartphone/tablets for quick access to the library's site. A message will also be added to the top of the app and a brief announcement will appear in the next library newsletter.

Mr. Archer then reported on recent professional development training that staff attended and also announced that the library would be closed the morning of May 10 for all-staff training.

Approve Report of the Director: Ms. Quirke made a motion, seconded by Mr. Johnson, 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 she met with private special education tutors for Vernon Hills and Libertyville regarding books that they have checked out that are overdue and would like to know if special accommodations can be made for them. Mr. Archer will check with the School Services Coordinator.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: Mr. Cerqua went over a memo that provides trustees with an overview of the new state minimum wage law. Governor Pritzker signed Public Act 101-0001 on February 20, 2019 which will gradually raise the minimum wage in the state to \$15 per hour by 2025. He then explained how this will affect the projected base rates of pay for all salary bands from FY2018 through FY2025 and additional costs the Library will incur for each fiscal year until 2025.

Policy Review: Ms. Oakley reported that the committee met on April 9 when they reviewed seven policies which they are presenting to the board tonight for approval.

Policy and Procedures Policy: Only minor revisions were made to this policy. The most notable being to the name. Mr. Archer explained that the word "procedures" was taken out of the name because the board does not approve operational procedures. The new name is now *Policy on Policies*. It is the committee's recommendation to approve as presented. Not requiring a second, roll call was as follows: Ayes; Ms. Vieth, Ms. Dobbs,

Mr. Larson, Mr. Johnson, Ms. Quirke, and Ms. Oakley. Nays; none. Mr. Schuler was absent. The policy is approved.

Electronic Information Networks & Public Library Computers Policy: Only minor revisions were made to this policy. It is the committee's recommendation to approve as presented. Not requiring a second, roll call was as follows: Ayes; Ms. Vieth, Ms. Dobbs, Mr. Larson, Mr. Johnson, Ms. Quirke, and Ms. Oakley. Nays; none. Mr. Schuler was absent. The policy is approved.

Wireless Internet Policy: This policy only had minor revisions as well and it is the committee's recommendation to approve as presented. Not requiring a second, roll call was as follows: Ayes; Ms. Vieth, Ms. Dobbs, Mr. Larson, Mr. Johnson, Ms. Quirke, and Ms. Oakley. Nays; none. Mr. Schuler was absent. The policy is approved.

Personnel Policy: Mr. Archer explained that this policy was last revised in October, 2018. New revisions include a clarification on employee eligibility while on disability or leave of absence and an operational change related to providing proof of liability insurance for employees who use their personal vehicle for Library business. It is the committee's recommendation to approve as presented. Not requiring a second, roll call was as follows: Ayes; Ms. Vieth, Ms. Dobbs, Mr. Larson, Mr. Johnson, Ms. Quirke, and Ms. Oakley. Nays; none. Mr. Schuler was absent. The policy is approved.

Travel and Mileage Reimbursement Policy: Mr. Archer explained that the policy has been revised to reflect changes to the Illinois Wage Payment and Collection Act (820 ILCS 115), which provides a means for reimbursement of necessary telecommunication expenses for eligible employees of the Library. The newly added Article V was reviewed and approved by legal counsel. It is the committee's recommendation to approve as presented. Not requiring a second, roll call was as follows: Ayes; Ms. Vieth, Ms. Dobbs, Mr. Larson, Mr. Johnson, Ms. Quirke, and Ms. Oakley. Nays; none. Mr. Schuler was absent. The policy is approved.

Automated External Defibrillators Policy: No revisions have been made to this policy which was reviewed and approved by legal counsel. It is the committee's recommendation to approve. Not requiring a second, roll call was as follows: Ayes; Ms. Vieth, Ms. Dobbs, Mr. Larson, Mr. Johnson, Ms. Quirke, and Ms. Oakley. Nays; none. Mr. Schuler was absent. The policy is approved.

Identity Protection Act Policy: This policy only had minor revisions and it is the committee's recommendation to approve as presented. Not requiring a second, roll call was as follows: Ayes; Ms. Vieth, Ms. Dobbs, Mr. Larson, Mr. Johnson, Ms. Quirke, and Ms. Oakley. Nays; none. Mr. Schuler was absent. The policy is approved.

Building and Grounds: No report.

Development: No report.

Technology: No report.

Resources, Services and Long Range Planning: No report.

Adhoc Committee for Cooperative Opportunities: No report.

Village of Libertyville Parking Commission Representative: Ms. Vieth reported that the Metra renovation is on schedule and should be completed by mid-June.

Friends' Representative: No report.

RAILS Representative: No report.

Historical Society Representative: Nothing to report but Mr. Archer announced that Ms. Barry would be attending the board meeting in June.

Other Business: Trustees had a brief discussion regarding the Be-A-Voter page that debuted in 2018 on the library's website to help residents of the Library District navigate the voting process from start (registration) to finish (casting their ballot) with a nonpartisan, centralized resource. Several trustees expressed that rather than providing a link to a specific campaign's web or Facebook page, the Be-A-Voter page should simply redirect users to the Lake County Clerk's website instead. The trustees then directed the director to research if other libraries have a policy and/or a voter page and how they are handling it. They would like the director to then have a recommendation at a future meeting of what CMPLD should do in the future.

Communications: None. Mr. Johnson noted that he would like to add Aaron Lawlor's name somewhere on or in the Aspen Drive Library when construction is complete to honor his contributions as President of the Library Board during the original construction of the Aspen Drive Library.

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 7:58 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