

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

November 19, 2019

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, November 19, 2019 at the Cook Park Library, 413 N. Milwaukee Ave., Libertyville, Illinois. A quorum being present, the meeting was called to order by Vice President Wendy Vieth at 6:31 p.m. Trustees present at roll call in addition to Ms. Vieth were: Phyllis Dobbs, Karen Singer, Jim Larson, and Ann Oakley. Bonnie Quirke and Jen Banek were absent.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua and Administrative Assistant Gabriella Pantle.

Public Comment: None.

Approval of Change Orders:

Contract 5, Change Order 20: Ms. Vieth made a motion, seconded by Ms. Dobbs to approve Contract 5, Change Order 20 with Wendell Builders, Inc. in the amount of \$630 for the installation of wood trim along the hallway in front of the new study rooms to aesthetically connect the drywall to the stone. Roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Vieth, and Ms. Oakley. Nays; none. Ms. Quirke and Ms. Banek were absent. Motion carries.

Contract 13, Change Order 5: Ms. Dobbs made a motion, seconded by Ms. Oakley to approve Contract 13, Change Order 5 with Acino & Sons Decorating, Inc. in the amount of \$340 to paint the trim installed along the hallway in front of the new study rooms. Roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Vieth, and Ms. Oakley. Nays; none. Ms. Quirke and Ms. Banek were absent. Motion carries.

Contract 6, Change Order 9: Ms. Singer made a motion, seconded by Ms. Vieth to approve Contract 6, Change Order 9 with Wheaton Associates, Inc. in the amount of \$300 for the modification of interior panels in the new self-checkout desk to improve venting of computer equipment. Roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Vieth, and Ms. Oakley. Nays; none. Ms. Quirke and Ms. Banek were absent. Motion carries.

Contract 13, Change Order 6: Mr. Larson made a motion, seconded by Ms. Singer to approve Contract 13, Change Order 6 with Acino & Sons Decorating, Inc. in the amount of \$300 to paint the two mechanical access panels that were added to the fireplace wall in October. Roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Vieth, and Ms. Oakley. Nays; none. Ms. Quirke and Ms. Banek were absent. Motion carries.

Contract 13, Change Order 7: Ms. Oakley made a motion, seconded by Ms. Vieth to approve Contract 13, Change Order 7 with Acino & Sons Decorating, Inc. in the amount of \$400 to paint the wire mold so that it matches the aluminum window panels that were added for more electrical outlets along the east windows in the existing building. Roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Vieth, and Ms. Oakley. Nays; none. Ms. Quirke and Ms. Banek were absent. Motion carries.

Contract 19, Change Order 4: Ms. Vieth made a motion, seconded by Ms. Dobbs to approve Contract 19, Change Order 4 with F.E. Moran, Inc. in the amount of \$2,404.50 for the relocation of fire sprinkler heads to the corridor where 2x6 ceiling tiles were replaced with 2x2 tiles. This cost also includes the hydrostatic test of the sprinkler system per the Fire Marshal Inspector. Roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Vieth, and Ms. Oakley. Nays; none. Ms. Quirke and Ms. Banek were absent. Motion carries.

Contract 22, Change Order 33: Ms. Oakley made a motion, seconded by Ms. Dobbs to approve Contract 22, Change Order 33 with Associated Electrical Contractors, LLC in the amount of \$502.43 to re-install the light fixtures near the vending area after the new HVAC equipment was installed. Roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Vieth, and Ms. Oakley. Nays; none. Ms. Quirke and Ms. Banek were absent. Motion carries.

Contract 12, Change Order 11: Ms. Singer made a motion, seconded by Ms. Vieth to approve Contract 12, Change Order 11 with Just Rite Acoustics in the amount of \$1,102 to re-install ceiling grids near the vending area after the new HVAC equipment was installed. Roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Vieth, and Ms. Oakley. Nays; none. Ms. Quirke and Ms. Banek were absent. Motion carries.

Contract 22, Change Order 34: Ms. Singer made a motion, seconded by Ms. Oakley to approve Contract 22, Change Order 34 with Associated Electrical Contractors, LLC in the amount of \$223.30 to lower a light fixture in the new family restroom to 3” below the finished ceiling in order to show the decorative finishes. Roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Vieth, and Ms. Oakley. Nays; none. Ms. Quirke and Ms. Banek were absent. Motion carries.

Contract 22, Change Order 32: Mr. Larson made a motion, seconded by Ms. Vieth to approve Contract 22, Change Order 32 with Associated Electrical Contractors, LLC in the amount of \$916.97 for the relocation of a carbon monoxide detector and lighting fixtures in the garage in order to avoid conflict with the new HVAC equipment. Roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Vieth, and Ms. Oakley. Nays; none. Ms. Quirke and Ms. Banek were absent. Motion carries.

Contract 23, Change Order 9: Ms. Vieth made a motion, seconded by Ms. Dobbs to approve Contract 23, Change Order 9 with Pieper Electric, Inc. in the amount of \$920 to run new AV cabling to the northwest corner of the workshop. Roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Vieth, and Ms. Oakley. Nays; none. Ms. Quirke and Ms. Banek were absent. Motion carries.

Mr. Archer noted that final budget numbers will be available from Featherstone at the December meeting.

Approval of Minutes: Ms. Vieth made a motion, seconded by Ms. Singer to approve the minutes of the regular meeting of October 15, 2019. Roll call was as follows: Ayes; Ms. Singer, Mr. Larson, Ms. Vieth, and Ms. Oakley. Nays; none. Ms. Dobbs abstained. Ms. Quirke and Ms. Banek were absent. Motion carries.

Approval of the Bills: Ms. Dobbs made a motion, seconded by Ms. Singer to approve the Bills Paid Report from October 12, 2019 through November 14, 2019 in the amount of \$709,992.45. Roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Vieth, and Ms. Oakley. Nays; none. Ms. Quirke and Ms. Banek were absent. Motion carries.

Report of the Director: From the Statistical Report Mr. Archer reported that the visitor count was down at Aspen last month mainly due to the two full days and three partial days that the Library was closed for the moving in of furniture and the relocation of shelving. These closures also caused our checkout numbers to drop at Aspen but are improving quickly now that Aspen is back open. He also reported that program attendance is showing a 52% decline but noted that it was due to two large programs that failed to get entered on the report. A revised statistical report will be emailed to trustees when it has been updated.

From the narrative report, Mr. Archer explained that this is the time of year when political candidates require a minimum number of valid signatures from registered voters in order to get on the ballot for the upcoming primary election. He noted that the Library has long been a trusted place where citizens of all political affiliations can participate in the democratic process, including circulating petitions. He reported that on Tuesday, November 12, he sent an email to Library staff detailing language from the Library's Use of the Library Policy which states that leaflets may be distributed and petitions circulated but that it must be done outside of the Library buildings. It is Library legal counsel's opinion that library property outside of the building is a public forum; thus under the First Amendment, petitions can be circulated without permission from the Library provided that the activity does not harass patrons or inhibit the operation of the Library. He explained that the email reminder to staff about Library petitioning policies came about from an incident outside the Cook Park Library on Sunday afternoon, Nov. 10. An individual requested permission from Library staff to circulate candidate petitions outside of the building. A patron entering the library began shouting unwelcome remarks at the circulator for several minutes. A Library supervisor was alerted to the situation and went outside to investigate. The supervisor made a judgement call and asked the circulator to refrain from collecting signatures for the remainder of the afternoon in order to avoid another incident. Upon review of the incident, the circulator clearly should have been allowed to remain and collect signatures. He explained further that this incident presented an opportunity for managers and supervisors to review library policy and discuss how to better handle situations like this in the future. Mr. Archer said that he called the circulator to apologize and ensured him that he is welcome to gather signatures at any time at either of our locations.

Mr. Archer then briefly reported on the Libertyville TIF District meeting that he attended on November 13 and the Illinois Library Association's Annual meeting in Tinley Park.

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. Dobbs, Ms. Singer, Mr. Larson, Ms. Vieth, and Ms. Oakley. Nays; none. Ms. Quirke and Ms. Banek were absent. Motion carries.

Report of the President: Due to Ms. Quirke's absence, there was no report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: Ms. Dobbs made a motion, seconded by Ms. Vieth to approve the Annual Levy Ordinance 2019-2020/2 in the amount of \$9.5 million which represents a 3% increase over the prior year's extended levy. Roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Vieth, and Ms. Oakley. Nays; none. Ms. Quirke and Ms. Banek were absent. Motion carries.

Ms. Dobbs discussed the annual audit prepared by Mueller & Co., LLP which was reviewed at their committee meeting on November 5. She explained that an annual audit is required by law and reviews the accuracy of the library's financial statements and accounting policies. She then announced that it is a committee recommendation to accept the FY2018-2019 audit. Not requiring a second, roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Vieth, and Ms. Oakley. Nays; none. Ms. Quirke and Ms. Banek were absent. The FY2018-2019 audit is accepted.

Ms. Dobbs explained that for Resolution 2019-2020/1, the amount being transferred needs to be changed from \$900,000 to \$815,000 to allow for \$85,000 that was included in the budget to fund the reserves for computer replacements. Ms. Dobbs then made a motion, seconded by Ms. Oakley to approve Resolution 2019-2020/1 as amended authorizing the transfer of \$815,000 from the General Fund to the Special Reserve Fund for the Cook Memorial Public Library District to be expended in accordance with terms and conditions of the Special Reserve Fund. Roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Vieth, and Ms. Oakley. Nays; none. Ms. Quirke and Ms. Banek were absent. Motion carries.

Policy Review: Ms. Oakley reported that the committee will be meeting on December 10.

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: No report.

Friends' Representative: Mr. Archer reported that the Friends had their sneak preview Tea & Tour event at Aspen Drive Library on November 17 and had a nice turnout with a handful of new members signed up.

RAILS Representative: No report.

Historical Society Representative: Mr. Archer announced that the tree lighting ceremony will be on November 29 and tours of the Cook House for Victorian Christmas will run from December 7 to December 14.

Other Business: None.

Communications: None.

Public questions: None.

Adjournment: Ms. Dobbs made a motion, seconded by Ms. Singer to adjourn the meeting. Having no further business, the meeting was adjourned at 7:39 p.m. Roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Vieth, and Ms. Oakley. Nays; none. Ms. Quirke and Ms. Banek were absent. Motion carries.

Respectfully submitted,

James Larson, Secretary

Wendy Vieth, President Pro-tem