

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

June 16, 2020

**Call to order:** The regular meeting of the Cook Memorial Public Library District was held virtually via Zoom on Tuesday, June 16, 2020 in accordance with the Governor's Executive Order No. 5 dated March 16, 2020. The meeting was called to order by President Bonnie Quirke at 6:32 p.m. Trustees in attendance in addition to Ms. Quirke were Ann Oakley, Jim Larson, Phyllis Dobbs, Jen Banek, Karen Singer and Wendy Vieth.

Staff members in attendance were Library Director David Archer, Assistant Director Lauren Cerniglia, Business Manager Russ Cerqua and Administrative Assistant Gabriella Pantle. Also in attendance was Russell Lissau of the Daily Herald and several members of the public.

**Communications:** Mr. Archer reported that approximately 80 emails were received from patrons regarding CMPLD Board President Bonnie Quirke's social media posts.

**Public Comment:** Public comment was given by the following residents regarding CMPLD President Bonnie Quirke.

Brooke Chamber, Cathleen Dohrn, Alexandra Marie, Joey Presberg, Ryan Gold, Mary Jane Wang, Valerie Ramirez Mukherjee, Kevin Dryman, Terry Castle, Hannah Hartung, Terry Weppler, Julie Simpson, Kathy Weppler, Gina Gault, Kyle Cashman, Barbara Michaelides, Matthew Hickey, Raabia Khan Mohammed, Matt Tooley, Lisa Roti, Jack Troester, Megan Borchers, Dyan Naslund, and Leah Hartung.

In response to the public comments, trustees agreed to review Library policies to make sure that the Library's core values are being followed. Some trustees asked Library Director David Archer if a survey with all employees could be conducted to find out if any library decisions were made or not made due to Ms. Quirke's influence. Mr. Archer confirmed that would be possible.

**Approval of the Minutes:** Ms. Quirke made a motion, seconded by Ms. Banek to approve the minutes of the regular meeting of May 19, 2020. Roll call was as follows: Ayes; Ms. Quirke, Ms. Oakley, Mr. Larson, Ms. Dobbs, Ms. Banek, Ms. Singer, and Ms. Vieth. Nays; none. Motion carries.

**Approval of the Bills:** Ms. Dobbs made a motion, seconded by Ms. Quirke to approve the Bills Paid Report from May 14, 2020 through June 10, 2020 in the amount of \$673,796.53. Roll call was as follows: Ayes; Ms. Quirke, Ms. Oakley, Mr. Larson, Ms. Dobbs, Ms. Banek, Ms. Vieth, and Ms. Singer. Nays; none. Motion carries.

**Report of the Director:** Mr. Archer reported that the statistical report shows an increase of 60% for e-library checkouts. Due to the high demand for e-library material, Mr. Archer reported that resources for this collection have increased to get patrons what they need. He announced that

there is no Narrative Report this month and that there is nothing to report from the Personnel Report because the Library is not filling positions right now due to the hiring freeze. He noted that one open position was filled internally.

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

**Library Services Update:** Mr. Archer reported that curbside pickup has been in effect since May. He then described the process. Delivery to senior centers has been ongoing for the last six weeks and is going well. Staff have been working checking materials in and out and processing materials for checkout. Librarians have been on site answering phones and doing chat services and exempt staff are working from home to follow safety guidelines. To date no illnesses have been reported among staff.

He reported that with Phase 4 coming up, managers will be meeting this week to discuss strategies for reopening the Library. In the meantime, occupancy limits are being awaited from the state. Mr. Archer then described the new self-checkouts and how they have been located away from the front checkout desk to allow for safe social distancing. Once the Plexiglas barriers are delivered and installed, the library should be able to re-open. Patrons will be required to wear masks. If someone cannot wear a mask due to medical reasons, staff can retrieve materials for them and bring it out to their car. Masks will be provided for people who don't have one. Computer access will be available with proper social distancing. Computer stations will be disinfected and sanitized after every use. He further explained that staff schedules have been adjusted so people don't have to work side by side. Staff who are able to work from home are being asked to do so to follow the state order. There was a question regarding the return of items. Mr. Archer announced that it is going well and that all materials are still being quarantined for four days. He explained that no meeting rooms are being booked during Phase 4 because it will not allow for safe social distancing but that virtual programming is working out great and being very well attended. One trustee asked if the Friends Book Sale can be held this year. Mr. Archer responded that if it can be done safely in the near future, it might be possible with limited attendance. In the meantime, the Friends have a table set up at the Farmers Market each week.

**Report of the President:** No report.

## **REPORTS OF COMMITTEES AND REPRESENTATIVES**

**Technology Committee:** Mr. Larson reported that the Technology Committee met on June 2 and that a number of items were discussed including an upgrade to Windows 10 for all staff and patron computers, a new switch for Cook Park, new wireless access points and controller for Wi-Fi access and a new Cook Park domain file server.

**Finance & Employee Practices:** Phyllis reported that the Finance Committee met on June 8 to discuss the budget and that it is a unanimous committee recommendation to pass the FY2021 Operating Budget dated June 4, 2020. She then referred trustees to the Budget highlights that Mr. Cerqua provided in their packets. Ms. Banek made a motion, seconded by Ms. Vieth to accept

the FY2021 Operating Budget. Roll call was as follows: Ayes; Ms. Quirke, Ms. Oakley, Mr. Larson, Ms. Dobbs, Ms. Banek, Ms. Vieth, and Ms. Singer. Nays; none. Motion carries.

Mr. Cerqua explained that Resolution 2019-2020/4 authorizing the Library Director and Business Manager to execute required paperwork with all designated, eligible depository institutions for the fiscal year July 1, 2020 through June 30, 2021 is a resolution that is presented to the board annually. Ms. Vieth then made a motion, seconded by Ms. Dobbs to adopt Resolution 2019-2020/4. Roll call was as follows: Ayes; Ms. Quirke, Ms. Oakley, Mr. Larson, Ms. Dobbs, Ms. Banek, Ms. Vieth, and Ms. Singer. Nays; none. Motion carries.

Ms. Dobbs announced that the Budget & Appropriation Hearing will be scheduled before the July 21, 2020 board meeting at 6:15 p.m.

**Policy Review:** No report.

**Building and Grounds:** Mr. Larson reported that the committee had a meeting on June 9 at which they reviewed a proposal to repair the Cook Park Library fascia panels. One quote has been received but it was suggested that a second opinion be sought. They also reviewed proposals to add new drive-up transaction drawers at both Cook Park and Aspen Drive. Before making a decision on that, the committee would like administration to get feedback from the community on whether there is a need for them.

**Development:** No report.

**Resources, Services & Long-Range Planning:** Wendy announced that a meeting is scheduled for June 23 at 6:30pm via Zoom.

**Adhoc Committee for Cooperative Opportunities:** No report.

**Village of Libertyville Parking Commission:** Ms. Vieth reported that the meeting had been canceled so there is nothing to report.

**Friends Representative:** Mr. Archer announced that the Friends will have a table at the Farmers Market each week, weather permitting, to sell materials and provide information.

**RAILS Representative:** Mr. Archer reported that Interlibrary Loans will be resuming.

**Historical Society Representative:** No report.

**Other Business:** Mr. Archer explained that the board of each public library is required by Illinois Law to decide annually whether the library will participate in the state's nonresident card program. Nonresidents are defined as "a person who resides outside the taxing area of a public library" (75ILCS 16/30-55.60). Nonresidents have the option to annually purchase a library card at the closest participating library for a fee at least equal to the cost paid by residents. He noted that the CMPLD board has traditionally supported the nonresident fee program even though there are no unserved areas adjacent to the Library's taxing area in which Cook Park or Aspen

Drive is the closest library. Ms. Dobbs then made a motion, seconded by Ms. Vieth to affirm the Library's continued participation in the nonresident card program, detailed under Public Act 92-1066, setting the annual fee for the card, using the State Library mathematical formula method, at \$413 effective July 1, 2019 through June 30, 2020. Roll call was as follows: Ayes; Ms. Quirke, Ms. Oakley, Mr. Larson, Ms. Dobbs, Ms. Banek, Ms. Vieth, and Ms. Singer. Nays; none. Motion carries.

Ms. Quirke made a motion, seconded by Ms. Vieth to approve Ordinance 2019-2020/3 setting forth a schedule of regular meetings of the Board of Library Trustees of the Cook Memorial Public Library District for the fiscal year commencing July 1, 2020 and ending June 30, 2021. Ms. Dobbs then suggested that half of the meetings be held at the Aspen Drive Library. Ms. Quirke then made a motion, seconded by Ms. Dobbs to amend the previous motion to approve Ordinance 2019-2020/3 with the revision that the meetings will switch off every other month between Cook Park and Aspen Drive. Roll call was as follows: Ayes; Ms. Quirke, Ms. Oakley, Mr. Larson, Ms. Dobbs, Ms. Banek, Ms. Vieth, and Ms. Singer. Nays; none. Motion carries.

Ms. Quirke explained that two trustees are needed to conduct the annual Secretary's Audit. She volunteered as well as Ms. Vieth.

**Public Questions:** None.

**Adjournment:** Ms. Quirke made a motion, seconded by Ms. Oakley to adjourn the meeting. Having no further business, the meeting was adjourned at 9:33 p.m. Roll call was as follows: Ayes; Ms. Quirke, Ms. Oakley, Mr. Larson, Ms. Dobbs, Ms. Banek, Ms. Vieth, and Ms. Singer. Nays; none. Motion carries.

Respectfully submitted,

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James Larson, Secretary

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Bonnie Quirke, President