

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

July 21, 2020

**Call to order:** The regular meeting of the Cook Memorial Public Library District was held virtually via Zoom on Tuesday, July 21, 2020 in accordance with the Governor's Executive Order No. 5 dated March 16, 2020. The meeting was called to order by President Wendy Vieth at 6:31 p.m. Trustees in attendance in addition to Ms. Vieth were Ann Oakley, Jim Larson, Phyllis Dobbs, Jen Banek, and Karen Singer.

Staff members in attendance were Library Director David Archer, Business Manager Russ Cerqua, Human Resources Generalist Marla Littlefield and Administrative Assistant Gabriella Pantle.

**Communications:** None.

**Public Comment:** None.

**Approval of the Minutes:** Ms. Singer made a motion, seconded by Mr. Larson to approve the minutes of the regular meeting of June 16, 2020. Roll call was as follows: Ayes; Ms. Vieth, Ms. Oakley, Mr. Larson, Ms. Dobbs, Ms. Banek, and Ms. Singer. Nays; none. Motion carries.

Ms. Dobbs made a motion, seconded by Mr. Larson to approve the minutes of the special meeting of June 24, 2020 as amended. Roll call was as follows: Ayes; Ms. Vieth, Ms. Oakley, Mr. Larson, Ms. Dobbs, Ms. Banek, and Ms. Singer. Nays; none. Motion carries.

Ms. Banek made a motion, seconded by Ms. Dobbs to approve the minutes of the special meeting of June 30, 2020. Roll call was as follows: Ayes; Ms. Vieth, Ms. Oakley, Mr. Larson, Ms. Dobbs, Ms. Banek, and Ms. Singer. Nays; none. Motion carries.

**Approval of the Bills:** Ms. Dobbs made a motion, seconded by Ms. Singer to approve the Bills Paid Report from June 11, 2020 through July 15, 2020 in the amount of \$837,088.14. Roll call was as follows: Ayes; Ms. Vieth, Ms. Oakley, Mr. Larson, Ms. Dobbs, Ms. Banek, and Ms. Singer. Nays; none. Motion carries.

**Report of the Director:** Mr. Archer noted that due to the curbside service only model that the library is offering right now, there are no visitor counts on the statistical report for June. He reported that virtual programming continues to do very well. Digital resources are up 50% and there were 2000 checkouts per day at each location. From the Personnel Report, Mr. Archer reported that there were two retirements in June. One position was filled internally with a lateral move. Any other open positions will remain open for the time being.

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

**Library Services Update:** Mr. Archer referred trustees to his memo dated July 21, 2020 and reported that people are coming in to the library and checking out materials, with some using computers. He explained that the Library's service phases during the COVID-19 pandemic are based on a number of factors, including the state's Restore Illinois Plan, a phased plan guided by health metrics with distinct business, education, and recreation activities characterizing each phase. Library service phases are also determined by guidance from public health officials as well as prioritized needs of the community. Since the trustees' approval on June 30 to reopen the library buildings with limited services, the library has been following the retail service model which allows both Aspen Drive and Cook Park to operate at 50% capacity. That allows 75 people inside Cook Park and 50 people inside Aspen Drive at one time. He reported that there is a "greeter" at each library who counts the number of people going in and out. This person also monitors that all people entering the library are wearing masks. All patrons are allowed to browse for a short time and checkout materials using the self-checkout units whenever possible. Computer access is limited to one hour per day with stations relocated to achieve proper distancing requirements. Printers, copiers and scanners are available to use with limited assistance. No public seating, study rooms or meeting rooms are available during this phase. Operating hours have been adjusted to allow for materials to be shelved and holds pulled before the library opens to the public and all returned materials are quarantined for 72 hours. Virtual programming continues with no on-site programming provided. He noted that if the positivity rate is very low and continues to stay low, it's possible that the library may be able to add services such as notary, study rooms, and public seating areas.

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

**Update to Vacant Board Seat Application Process:** Ms. Vieth noted that trustees will receive copies of all the applications on July 24, 2020. Interviews will take place on July 28 and July 30 with 20 minutes allowed for each candidate. If many more applications come in between now and July 23, a third interview day will be added on August 4. If a third interview day is not needed, August 4 will be used to discuss and choose a candidate. Ms. Vieth asked all trustees to look over the list of interview questions provided by Administration and email Ms. Pantle with their top five by Friday. She also asked that they email any comments to the evaluation form to Ms. Pantle by Friday as well.

## **REPORTS OF COMMITTEES AND REPRESENTATIVES**

**Technology Committee:** No report.

**Finance & Employee Practices:** No report.

**Policy Review:** No report.

**Building and Grounds:** Mr. Cerqua went over the meeting agenda supplement provided in the board packet for the approval of the Cook Park Library fascia repair proposal from MetalMaster/RoofMaster and explained what exactly needed to be done. Mr. Larson announced that it is a committee recommendation to approve this proposal and then made a motion, seconded by Ms. Singer to approve the proposal from MetalMaster/RoofMaster in the amount of \$22,964. Roll call was as follows: Ayes; Ms. Vieth, Ms. Oakley, Mr. Larson, Ms. Dobbs, Ms. Banek, and Ms. Singer. Nays; none. Motion carries.

**Development:** No report.

**Resources, Services & Long-Range Planning:** No report.

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

**Village of Libertyville Parking Commission:** No report.

**Friends Representative:** Mr. Archer reported that the Friends are continuing their book sale at the Farmers Market each week and that it is going very well.

**RAILS Representative:** No report.

**Historical Society Representative:** No report.

**Other Business:** Mr. Archer referred trustees to the copy of the By-Laws included in the board packet and explained that the proposed revisions were provided by the library attorney several months ago. Most notably, the revisions contain recommended changes to Article II, Section 2 (Membership) based on changes to the Public Library District Act of 1991 as well as a few additional recommended revisions. Ms. Vieth then made a motion, seconded by Ms. Dobbs to approve the revisions to the By-Laws as presented. Roll call was as follows: Ayes; Ms. Vieth, Ms. Oakley, Mr. Larson, Ms. Dobbs, Ms. Banek, Ms. Vieth, and Ms. Singer. Nays; none. Motion carries.

Mr. Archer explained that at the June 24, 2020 special board meeting, trustees approved a motion to direct administrative staff to identify inclusion and anti-bias training opportunities for staff and board members to help support the library's mission of diversity, equality and inclusion. He then referred trustees to his memo dated July 21, 2020 listing several resources provided by HR that are being recommended to help facilitate this important discussion. He brought trustees' attention to an online webinar titled Equity, Diversity, Inclusion: What Library Trustees Need to Know offered by Nicolet Federated Library System in Wisconsin at the end of August. Because it is geared towards trustees, he thought it might be a good one for trustees to attend. Mr. Archer then noted that the Board may wish to consider utilizing the services of Evanston-based DeEtta Jones and Associates, a firm that delivers EDI professional development consulting services. The firm recently worked with the Evanston Public Library to produce a Diversity, Equity, and Inclusion Needs Assessment, a copy of which was in the board packet. Trustees asked Ms. Littlefield which of the provided training resources she recommends that they attend. She responded that the webinar provided by Nicolet Federated Library System would be considered

“a must” when it’s available. She also highly recommended Confronting Racism, an online course offered on Lynda.com. After discussion, all the trustees agreed to attend these two courses. Mr. Archer will check on archived copies of the webinar if trustees cannot attend at the original time.

Mr. Archer noted that at the June 24, 2020 board meeting, trustees approved a motion to direct staff to bring forth staff survey options to the board at its regular meeting in July. Administrative staff recommends acquiring the services of HR Source, a firm that has provided the Library with human resources support and consulting services for a number of years. HR Source can formulate potential questions (subject to review by the board and library legal counsel), administer the survey and analyze results. Mr. Archer provided information on the services offered by this firm and explained that depending on the scope of the survey, the expected timeline could be much shorter than what is shown on the provided information sheet. Costs for survey services is \$185/hour with an estimated range of 5-12 hours needed. Ms. Littlefield explained that the survey will concentrate on how the board interacts with staff on a day to day basis and will include more open-ended questions noting that it will be good to get general feedback from the staff. She stated that she would work with HR Source to draft the questions. Ms. Dobbs then made a motion, seconded by Mr. Larson to direct staff to proceed with acquiring the services of HR Source to create a survey of staff in an amount not to exceed \$2,500. Roll call was as follows: Ayes; Ms. Vieth, Ms. Oakley, Mr. Larson, Ms. Dobbs, Ms. Banek, and Ms. Singer. Nays; none. Motion carries.

For the Secretary’s Audit, Ms. Vieth and Mr. Larson volunteered.

**Public Questions:** Mr. James Spencer asked if the trustee candidate interviews are open to the public? Ms. Vieth answered that the interviews are being conducted in open session and would therefore be open to the public.

**Adjournment:** Ms. Dobbs made a motion, seconded by Mr. Larson to adjourn the meeting. Having no further business, the meeting was adjourned at 7:57 p.m. Roll call was as follows: Ayes; Ms. Vieth, Ms. Oakley, Mr. Larson, Ms. Dobbs, Ms. Banek, and Ms. Singer. Nays; none. Motion carries.

Respectfully submitted,

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Jen Banek, Secretary

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Wendy Vieth, President