

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

August 18, 2020

Call to order: The regular meeting of the Cook Memorial Public Library District was held virtually via Zoom on Tuesday, August 18, 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 Jim Larson, Phyllis Dobbs, Jen Banek, and Karen Singer. Ann Oakley was absent.

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

Public Comment: None.

Swearing in of New Trustee: Notary Gabriella Pantle swore in Laura Valenziano as Library Trustee.

Rescheduling of Budget & Appropriation Hearing: Ms. Dobbs reported that more time was needed and the hearing was rescheduled to September 15, 2020 at 6:15 p.m.

Approval of the Minutes: Ms. Banek made a motion, seconded by Mr. Larson to approve the minutes of the regular meeting of July 21, 2020. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Banek, Ms. Singer, and Ms. Valenziano. Nays; none. Ms. Oakley was absent. Motion carries.

Approval of the Bills: Ms. Dobbs made a motion, seconded by Ms. Singer to approve the Bills Paid Report from July 16, 2020 through August 14, 2020 in the amount of \$853,281.41. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Banek, Ms. Singer, and Ms. Valenziano. Nays; none. Ms. Oakley was absent. Motion carries.

Report of the Director: Mr. Archer briefly went over the Statistical Report and Personnel Report. He announced that author Jacqueline Woodson's book, *Red at the Bone* has been confirmed for the Library's One Book, One Community program. As in the past, CMPLD is partnering with the Vernon Area Public Library District and Indian Trails Library District for a variety of programs and book discussions in January and February with a visit from the author in March. All programming, including the author's visit, will be virtual.

Mr. Archer then announced that the Village of Vernon Hills is considering establishing a TIF District for redevelopment of the Hawthorn Mall property. A joint review board, comprised of taxing bodies within the proposed TIF District, met on August 13 to review the project. He also announced that the Village of Mundelein is considering establishing a TIF District for redevelopment of property along Route 60 from Butterfield Road to Route 45, which falls within

the Library District. Mr. Archer then briefly explained what a TIF District is and how it works. Before Mr. Archer ended his report, Mr. Larson asked that administration look into the capacity of Zoom for the One Book, One Community author event in March.

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, Mr. Larson, Ms. Dobbs, Ms. Banek, Ms. Singer, and Ms. Valenziano. Nays; none. Ms. Oakley was absent. Motion carries.

Report of the President: None.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: Ms. Dobbs reported that the committee met on August 10 to discuss the Budget & Appropriation Ordinance. It was a committee recommendation to bring the Ordinance to the full board for approval at the September 15, 2020 meeting.

Policy Review: No report.

Building and Grounds: No report.

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

Consideration of Amended License Agreement for Aspen Drive Library Parking Lot: Mr. Archer explained that the Library entered into a License Agreement in 2015 with the Village of Vernon Hills and the Vernon Hills Park District for use of Village-owned land (“Lot 2”) as a 50 space parking lot for the Aspen Drive Library. With the expansion of the Aspen Drive Library in 2019, a net increase of 21 additional parking spaces was added. The Library, Village and Park District wish to add Hawthorn School District 73 as a party to the original license agreement as documented in the amended agreement drafted by Library attorney Jim Ferolo which was included in the board packet. He then went over the highlights of the amended agreement which was approved by the Hawthorn 73 Board of Education at their June 18, 2020 meeting. The

agreement has been informally approved by the Village of Vernon Hills and the Vernon Hills Park District. Ms. Dobbs had a question regarding the insurance on page 5 of the amended agreement. Mr. Archer will talk to the Library's attorney regarding this. Any decision by the Board will be tabled until this information is received.

Consideration of Telecommuting Policy: Mr. Archer explained that the Telecommuting Policy included in the board packet was initially drafted by HR Source and subsequently revised by library legal counsel. The policy allowed employees to telecommute intermittently or for an agreed number of hours or days per week if their supervisor and/or Library Director determine that the position and the nature of the job responsibilities are suited for remote work. Permission to telecommute is solely at the Library's discretion and can be withdrawn at any time. He further explained that the policy is a standard agreement that formalizes the process that has been in place for the last couple of months. A long discussion ensued which resulted in the Board tabling this policy until Mr. Archer can bring it back to the attorney to clarify a few items before bringing it back to the Board next month.

Consideration of Intergovernmental Agreement with Lake County: Mr. Archer explained that approval of the Intergovernmental Agreement (IGA) with Lake County enables the Library to apply for reimbursement of eligible expenses incurred to address the COVID-19 pandemic pursuant to the Coronavirus Aid, Relief and Economic Security Act (CARES Act). Some examples of expenses that may be eligible for reimbursement are protective equipment such as masks and gloves, sanitization and disinfection supplies, costs associated with opening facilities to comply with COVID-19 guidelines such as signage, thermometers, and acrylic shields, costs related to improving telework capabilities and legal costs such as drafting policies and resolutions. Eligible expenses must not have been accounted for in the Library's most recently approved budget and must be incurred during the period of March 1- December 30, 2020. He further explained that Lake County is acting as the distributor of these funds and will cover things that the Library didn't budget for that might be needed. Approval of this IGA allows the Library to establish that relationship with the County.

Ms. Banek left the meeting at 7:26 p.m. during this discussion. Mr. Larson will serve as Secretary pro-tem.

Ms. Vieth made a motion, seconded by Ms. Dobbs to approve the Intergovernmental Agreement COVID-19 Relief Fund with the County of Lake. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, and Ms. Valenziano. Nays; none. Ms. Banek and Ms. Oakley were absent. Motion carries.

Review and Approval of Staff Survey: Mr. Archer explained that at the July 13, 2020 board meeting, a motion was approved to authorize HR Source to administer a brief survey to obtain anonymous feedback from staff on their interaction with library trustees. HR Source staff and library legal counsel arrived at the following question: *Have any library board trustees ever attempted to direct or influence you in the performance of your duties (including but not limited to collection development, coordinating displays, programming, etc.)? If so, please explain.* Mr. Archer reported that the survey is tentatively scheduled to be conducted the last week of August and will be administered to all staff via an email sent out by HR Source explaining the purpose

of the survey. The email will provide a link to the survey and a third party administrator will receive the responses. Ms. Dobbs then made a motion, seconded by Ms. Singer to approve the staff survey for late August, 2020. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, and Ms. Valenziano. Nays; none. Ms. Oakley and Ms. Banek were absent. Motion carries.

Consideration of Continuation of Fine-Free Through December 31, 2020: Ms. Cerniglia explained the reasons for requesting the continuation of fine-free through the end of 2020 which mainly has to do with safety. It eliminates people returning their items all at the same time and also the need for handling cash. It also allows the Library to stagger the return of materials to allow for proper quarantining. Ms. Vieth made a motion, seconded by Ms. Dobbs to approve the continuation of fine-free through December 31, 2020. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, and Ms. Valenziano. Nays; none. Ms. Oakley and Ms. Banek were absent. Motion carries.

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 7:41 p.m. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, and Ms. Valenziano. Nays; none. Motion carries.

Respectfully submitted,

Jen Banek, Secretary

Wendy Vieth, President