

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

October 20, 2020

**Call to order:** The regular meeting of the Cook Memorial Public Library District was held virtually via Zoom on Tuesday, October 20, 2020 as authorized by Illinois Public Act 101-0640. 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, Ann Oakley, Phyllis Dobbs, Jen Banek, and Laura Valenziano. Karen Singer was absent.

Staff members in attendance were Library Director David Archer, Business Manager Russ Cerqua, Assistant Library Director Lauren Cerniglia, Manager of Outreach Services and Aspen Drive Library Brooke Bahnsen, Emerging Technologies Librarian Nate Gass, Reference Librarian Haley Samuelson, 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 Budget and Appropriation Hearing of September 15, 2020. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Dobbs, Ms. Singer, and Ms. Valenziano. Nays; none. Ms. Singer was absent. Motion carries.

Ms. Singer joined the meeting at 6:33 p.m.

Ms. Vieth made a motion, seconded by Ms. Banek to approve the minutes of the regular meeting of September 15, 2020. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Dobbs, Ms. Banek, Ms. Singer, and Ms. Valenziano. Nays; none. Motion carries.

Ms. Vieth made a motion, seconded by Ms. Oakley to approve the minutes of the special meeting of September 22, 2020. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Dobbs, Ms. Banek, Ms. Singer, and Ms. Valenziano. Nays; none. Motion carries.

**Staff Presentation of Be-A-Voter Project:** Mr. Archer stated it was his pleasure to introduce Nate Gass and Haley Samuelson, two of 46 Librarians in the country who were named Movers and Shakers of 2020 by Library Journal for their very successful launch of a Fake News class to help patrons identify fake news and the Be-A-Voter initiative that they started in 2019 to help patrons prepare for the April 2, 2019 Election. Mr. Gass and Ms. Samuelson took trustees through a PowerPoint presentation that explained why the Be-A-Voter initiative was started, how they created it and what it offers members of the community.

**Approval of the Bills:** Ms. Dobbs made a motion, seconded by Ms. Singer to approve the Bills Paid Report from September 12, 2020 through October 15, 2020 in the amount of \$597,102.84. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Dobbs, Ms. Banek, Ms. Singer, and Ms. Valenziano. Nays; none. Motion carries.

**Report of the Director:** After updating trustees on the statistics, Mr. Archer reported that at the August 18, 2020 board meeting, Trustees approved an Intergovernmental Agreement (IGA) with Lake County to enable 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). Expenses eligible for reimbursement include protective equipment, supplies, acrylic shields and costs related to improving telework capabilities to comply with COVID-19 guidelines. The Library submitted approximately \$20,000 in reimbursement requests on October 15 for various safety expenditures.

He announced that trustee petition packets are now available for the upcoming consolidated local election on April 6, 2021 to fill three 4-year Library Board of Trustees seats. Packets can be picked up at either library location or the Lake County Clerk's office. Packets can also be downloaded from the Library's website or the County Clerk's website. He noted that the Library has promoted the openings on its website, social media and the quarterly newsletter that was mailed to all district households in late September.

**Approve Report of the Director:** Mr. Larson 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. Oakley, Ms. Dobbs, Ms. Banek, Ms. Singer, and Ms. Valenziano. Nays; none. Motion carries.

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

## **REPORTS OF COMMITTEES AND REPRESENTATIVES**

**Finance & Employee Practices:** Ms. Dobbs reported that the committee had met on October 13 and explained the items that were discussed. Mr. Archer then provided background on the Developer Donation Agreement which was first adopted in December, 2017 and which was applicable to development in the village of Mundelein in accordance with Mundelein Village Code.

The Fee Agreement requires a housing developer to make a one-time cash donation to the Library for each residential dwelling unit constructed in the Mundelein portion of the Library District. The premise of the fee is that development of property with residential land use increases the demand for library services and facilities.

In 2019, the Village of Mundelein communicated to the Library that developers would prefer to have a consistent and predictable model for Developer Donation fees and asked if the Library would consider revising its original Agreement to be more in line with that of the Fremont Public Library District.

A revised Agreement was reviewed at the July 16, 2019 Finance and Employee Practices Committee meeting. He referred trustees to the edits highlighted in yellow. At that time, committee members deferred action on that revised agreement until clarification was made as to whether the Library is entitled to receive fees for each unit of a multifamily dwellings (i.e. apartments), or if a single fee is collected for a building containing multiple units. It was

confirmed that fees can be collected for each new unit of a multifamily dwelling. Committee members also requested that the term “dwelling unit” replace “household” throughout the Agreement in order to remain consistent. These edits, along with other changes made since the last revision, are highlighted in green. At the October 13 Finance Committee meeting, members agreed to make a unanimous recommendation to the full board to approve the revised policy as presented this evening. Ms. Dobbs then made a motion, seconded by Ms. Oakley to approve the revised Developer Donation Fee Agreement. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Dobbs, Ms. Banek, Ms. Singer, and Ms. Valenziano. Nays; none. Motion carries.

**Policy Review:** No report.

**Building and Grounds:** No report. Mr. Larson did note the need for a meeting in November and tentatively scheduled November 12.

**Development:** No report.

**Technology:** No report but the need for an upcoming meeting was also noted. December 8 was tentatively scheduled.

**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 have officially dissolved their old organization and are now a 501c3 organization.

**RAILS Representative:** No report.

**Historical Society Representative:** No report.

## **OTHER BUSINESS**

**Approval of 2021 Library Closure Dates:** Ms. Vieth made a motion, seconded by Ms. Singer to approve the 2021 Library closure dates. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Dobbs, Ms. Banek, Ms. Singer, and Ms. Valenziano. Nays; none. Motion carries.

**Discussion of Fines Free Options:** Mr. Archer explained that at the August 18, 2020 board meeting, Trustees approved extending fines free through December 31, 2020. The Library has been fines free since the beginning of the pandemic in March. Temporarily going fines free was a way to support those in the community during economic instability. Fines free also encouraged patrons to hold onto their materials while the Library had reduced services during the spring.

The temporary fines free period has been well received by patrons and has given us a look at how a permanent fine free policy may fare. The document being presented tonight provides information to facilitate a broader discussion on going fines free. He referred trustees to the updated list of Lake County Libraries who are fines free as of October, 2020. He then discussed some miscellaneous issues which included fines owed by patrons as of October 13, fine revenue, operational and technical issues, potential costs to the Library, potential benefits to the Library and the experience of nearby libraries. Ms. Cerniglia went over the billing cycle and how this might change if the Library were to go fines free. A long discussion ensued. Board members asked if administration could get policies from other libraries who are fines free to determine what some of the distinctions are. Mr. Archer will get the information and send it out to trustees via email. It was agreed that this discussion will be revisited at the November regular board meeting.

**Communications:** None.

**Public Questions:** None.

**Adjournment:** Mr. Larson made a motion, seconded by Ms. Oakley to adjourn the meeting. Having no further business, the meeting was adjourned at 8:28 p.m. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Dobbs, Ms. Banek, Ms. Singer, and Ms. Valenziano. Nays; none. Motion carries.

Respectfully submitted,

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Jen Banek, Secretary

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Wendy Vieth, President