

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

November 17, 2020

Call to order: The regular meeting of the Cook Memorial Public Library District was held virtually via Zoom on Tuesday, November 17, 2020 as authorized by Illinois Public Act 101-0640. The meeting was called to order by President Wendy Vieth at 6:33 p.m. Trustees in attendance in addition to Ms. Vieth were Jim Larson, Phyllis Dobbs, Jen Banek, Karen Singer and Laura Valenziano. Ann Oakley 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, Human Resources Generalist Marla Littlefield, and Administrative Assistant Gabriella Pantle. District residents also attended.

Ann Oakley joined the meeting at 6:34 p.m. immediately following roll call.

Public Comment: None.

Approval of the Minutes: Ms. Banek made a motion, seconded by Mr. Larson to approve the minutes of the regular meeting of October 10, 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.

Approval of the Bills: Ms. Dobbs made a motion, seconded by Ms. Banek to approve the Bills Paid Report from October 16, 2020 through November 11, 2020 in the amount of \$638,031.36. 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 announced that she would like to move agenda item #10 Other Business to agenda item #6 and discuss Fines Free Options next.

Discussion of Fines Free Options: Mr. Archer explained that at the October 20, 2020 board meeting, Trustees had an initial discussion of going to a fines-free model stating that the Library is currently fine-free through December 31, 2020. He directed Trustees to a document he provided in their packet that answers questions made at the October board meeting. Ms. Vieth then asked Trustees for their opinions on going fines free. A long discussion ensued with some trustees against going fines free completely. After weighing the pros and cons, trustees decided to table this discussion until further information could be obtained from administrative staff.

Library Services/COVID Update: Mr. Archer announced that COVID positivity rates in the region are at a level where additional restrictions to our service model are necessary and appropriate. Along with a large number of other area libraries, he reported that the Cook Park and Aspen Drive Libraries will be pivoting back to lobby pickup at the end of this week. He

noted that over the past several weeks, the Library's management team has been preparing for the logistics necessary for this change. He reported that the Library closure will be announced to the public tomorrow.

Report of the Director: Mr. Archer reported that program attendance has been very high, the number of holds placed has increased by 7% and eLibrary checkouts are up by 28%.

He announced that the Library's new mobile app is now available for download in the Apple and Google Play App Stores. Staff have been testing out the new app as part of a soft launch with a larger promotional push forthcoming. Highlights of the app include a digital library card, improved catalog functionality, view and renew checkouts, program registration, and full integration of eLibrary content. He thanked librarians Nate Gass and Lindsay Barber-Peddycourt for implementing the mobile app.

He also announced that the Reopening Archives, Libraries, and Museums (REALM) project is studying how long the SARS CoV-2 virus survives on library materials and methods to mitigate exposure. RAILS, the regional library system serving northern Illinois, has monitored the REALM study and has regularly communicated updates to its members since June. Most libraries have followed the lead of RAILS for quarantining returned library materials which has varied in length in response to the most recent data available. He reported that the most recent results of the study were released on October 14.

He reported that in response to recent literature review, as well as a recent review of the REALM data by qualified staff from the Oregon Department of Health via the Oregon State Library, RAILS has determined that a shorter quarantine time is appropriate. After a careful review of this information, as well as the ongoing understanding of the most likely ways that the current iteration of the COVID-19 virus is transmitted, RAILS is reducing the quarantine requirement for materials to 3 days (72 hours). CMPLD, like most area libraries, are now following this recommendation.

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. 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 November 10 and explained the items that were discussed. She briefly went over the audit's highlights and stated that it was a committee recommendation to accept the audit. She then made a motion, seconded by Ms. Vieth to accept the FY2019-2020 Draft Audited Financial Statements and required communication letters as presented. 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. Dobbs then moved the discussion of paid sick leave to before the discussion and approval of the Levy Ordinance.

Recommendation to Provide Paid Sick Leave for Part-Time Employees:

Ms. Dobbs went over the handout supplied to the trustees by Mr. Archer and Ms. Littlefield which explains that on an annual basis, CMPLD participates in a library compensation and benefits survey covering 71 Chicago-area libraries. At the two most recent Finance and Employee Practices Committee meetings, committee members reviewed part-time sick leave benefits detailed in this survey. While CMPLD is generally competitive in most types of benefits offered, it lags behind in sick leave coverage for part-time employees. CMPLD is one of three libraries with annual budgets over \$2 million not offering sick leave for part-time employees.

At the November 10 Finance meeting, committee members made a unanimous decision to recommend to the full board that CMPLD provide two weeks of prorated paid sick leave to all part-time employees. While the addition of paid sick leave will help the library remain competitive in the market, the primary benefit is to have employees stay home when they are sick and not spread illness through the organization. Mr. Archer then went over the estimated costs of providing sick leave to part-time employees. He also explained how the prorated system works and how it's calculated.

Ms. Dobbs then made a motion, seconded by Ms. Singer to expand the sick-leave policy to include part-time employees, allowing them a pro-rata portion of 12 sick days based upon the employees scheduled hours. 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 and Approval of Levy Ordinance 2020-2021/2:

Ms. Dobbs explained that the committee had a long discussion at the November 10 Finance meeting about how much, if any, the levy increase should be and the possibility of using an abatement strategy. She explained that some committee members felt that increasing the levy puts pressure on our tax base and with the pandemic, the committee does not want to further burden the community. While committee members agreed to pursue the abatement strategy they could not come to an agreement on the percentage of the levy or the amount of any abatement and decided to bring the matter to the full board for discussion.

Mr. Cerqua reported that the Consumer Price Index in 2019 was 2.3%. Based upon the District's estimated equalized assessed valuation and new construction numbers received from the Lake Country Clerk, the projected extension limit (including an estimate for new construction) for 2020 is \$9,737,917. Mr. Cerqua referred trustees to the provided Levy Calculation Worksheets and the Levy Line Item Worksheets for 2020. He explained that as in prior years, he prepared these worksheets using a range of percentage increases over the prior year's levy which for 2019 was \$9,478,235. The percentage increases he used for 2020 are 3.0%, 2.0%, and 1.0% as well as one with no increase.

She reported that when committee members were polled on the levy amount at the November 10 Finance Committee meeting the results were as follows:

Ms. Dobbs: 0-1% with abatement.
Ms. Oakley: 2.7% – 3% with an abatement
Ms. Vieth: 2% with an abatement

She then polled the remaining trustees for their opinion. The results were as follows:

Mr. Larson: 2% with an abatement
Ms. Banek: 1% with an abatement
Ms. Valenziano: 1% or 2% with an abatement
Ms. Singer: 1.5% with an abatement but could live with 2%

With the average of these numbers coming to approximately 1.7%, the trustees agreed to levy a 1.75% increase. The discussion of any abatement will continue at the January 2021 regular board meeting.

Ms. Dobbs then made a motion, seconded by Ms. Valenziano to approve Ordinance 2020-2021/2 for the Annual Levy in the amount of \$9,644,000 which represents a 1.75% increase over the prior year's extended levy. 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: Mr. Archer reported that at the June 9, 2020 Building and Grounds meeting, committee members received an overview on various capital improvement projects that could be undertaken. The committee identified the design, purchase and installation of a generator at the Cook Park Library as a high priority. In a power outage, a generator would power the computer servers, the server room's dedicated air conditioning unit and sump and ejection pit pumps. The purchase of a new generator would be subject to competitive bidding as the cost will exceed \$25,000, the threshold set by state law.

He further reported that at the November 12, 2020 Building and Grounds meeting, committee members reviewed two proposals to provide engineering and construction management services for the generator project and are recommending that the board approve the proposal by Hansen Palmer Associates in the amount of \$11,000 to provide these services. Hansen Palmer Associates, which had the lower quote, provided electrical engineering of the Aspen Drive Library expansion. Funds for these services and for the purchase of the generator itself will come from the special reserve fund.

Mr. Larson then stated that it is the committee's recommendation to accept the Hansen Palmer Associates proposal for \$11,000. Not requiring a second, roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Dobbs, Ms. Banek, Ms. Singer, and Ms. Valenziano. Nays; none. The proposal from Hansen Palmer Associates is accepted.

Development: No report.

Technology: No report. A meeting is scheduled for December 8.

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

Adhoc Committee for Cooperative Opportunities: No report.

Village of Libertyville Parking Commission: No report.

Friends Representative: No report.

RAILS Representative: No report.

Historical Society Representative: No report.

Communications: Ms. Dobbs provided an update to the Mundelein TIF meeting that she and Ms. Oakley attended and what was discussed.

Public Questions: None.

Adjournment: Ms. Oakley made a motion, seconded by Ms. Dobbs to adjourn the meeting. Having no further business, the meeting was adjourned at 9:27 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,

Jen Banek, Secretary

Wendy Vieth, President