

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

December 15, 2020

Call to order: The regular meeting of the Cook Memorial Public Library District was held virtually via Zoom on Tuesday, December 15, 2020 as authorized by Illinois Public Act 101-0640. The meeting was called to order by President Wendy Vieth at 6:34 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 and Administrative Assistant Gabriella Pantle. District resident Scott Harrod also attended.

Ann Oakley joined the meeting at 6:35 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 November 17, 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 Mr. Larson to approve the Bills Paid Report from November 12, 2020 through December 10, 2020 in the amount of \$616,825.98. 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: Mr. Archer provided a brief statistical report noting that adult programming is up 8.25% and that eLibrary checkouts are up almost 38%.

He then reported that three weeks ago, the Library moved back to lobby pickup due to Tier 3 mitigation measures being enforced again. He reported that there have been 300 pickups a day between the two locations with 625 checkouts last Sunday alone. This shows that patrons are taking advantage of this service and using it. He noted that the Library will continue to follow the IDPH and state's guidelines. He also noted that the Library hours and staffing levels remain unchanged.

Mr. Archer also reported that all staff have completed the state-approved online sexual harassment training provided by Brit Insurance per the Illinois Workplace Transparency Act that went into effect in 2020. He reported that the Library was closed on Friday, December 4 for staff training via Zoom and staff members who attended Library Journal's three-part virtual seminar, "Equity in Action: Fostering an Antiracist Library Culture," presented an overview at the meeting. Lastly, he enthusiastically announced that Emerging Technology Librarian Nate Gass

was selected to serve on the RAILS EDI Committee. He explained that this committee will advise the RAILS board and staff about appropriate equity and accountability goals to which RAILS and libraries should aspire and recommend ways to assess progress toward achieving these goals. As part of this charge, the committee will also help to:

- Identify barriers in libraries and the library field and solutions to eliminate them.
- Develop ideas and programs to increase awareness about systemic racism and bias among member libraries, staff and boards.
- Facilitate system wide discussion about equity, diversity and inclusion.

Approve Report of the Director: Ms. Vieth made a motion, seconded by Ms. Dobbs 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 noted that the committee had met on December 4 and went over the items that were discussed. She then reported on what was discussed regarding the transfer of funds from the General Fund and the Special Reserve Fund and how they decided on the amount to transfer. Ms. Vieth made a motion, seconded by Ms. Oakley to approve Resolution 2020-2021/2 authorizing the transfer of \$400,000 from the General Fund to the Special Reserve Fund for the Cook Memorial Public Library District, Lake County, Illinois to be expended in accordance with the terms and conditions of the Special Reserve Fund. 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.

Development: No report.

Technology: Mr. Larson reported that the Technology Committee met on December 8 and discussed revisions to the Electronic Information Networks and Public Library Computers Use Policy. Mr. Archer explained that the Library is looking into participating in the Federal E-rate program and are reviewing the policy to see what tweaks might need to be made in order to comply with the E-rate program guidelines. The committee also reviewed the Wireless Internet Access Policy for the same purpose. It was noted that more information will be forthcoming.

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

Adhoc Committee for Cooperative Opportunities: No report.

Village of Libertyville Parking Commission: No report.

Friends Representative: Ms. Dobbs reported that she and Dave met with Friends President, Jim Jelke. At this time nothing new is going on but Ms. Dobbs did learn from Mr. Jelke that the Friends being able to store books for the book sales in the basement at Aspen is saving the Friends a considerable amount of money.

RAILS Representative: No report.

Historical Society Representative: Ms. Singer reported that the Historical Society is on hiatus until February but she was able to meet Jenny Barry who is the current president of the Historical Society.

Other Business: Mr. Archer explained that at the November 17, 2020 board meeting, Trustees had continued their discussion on permanently going fine free. He noted that the Library is currently fine free through December 31, 2020 and directed Trustees to the updated information that was provided in their packet for items that were discussed at the November meeting. After discussion, all the trustees agreed that some fines should not be eliminated but will review the provided Attachment #3 which outlines the existing fine free model. If a consensus can be reached after this review, Mr. Archer will draft a resolution incorporating all the Trustee's comments and will bring it back to the board at the January board meeting. Ms. Vieth asked that Trustees get their comments to Mr. Archer no later than January 12.

Ms. Dobbs then made a motion, seconded by Ms. Banek to approve Resolution 2020-2021/1 approving the suspension of overdue fines for most library items through March 31, 2021. 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.

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 7:35 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