

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

January 19, 2021

**Call to order:** The regular meeting of the Cook Memorial Public Library District was held virtually via Zoom on Tuesday, January 19, 2021 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, Karen Singer and Laura Valenziano.

Staff members in attendance were Library Director David Archer, Business Manager Russ Cerqua, Assistant Library Director Lauren Cerniglia and Administrative Assistant Gabriella Pantle. Also in attendance was Amanda Orenchuk, Director of Community Development for the Village of Mundelein.

**Public Comment:** None.

**Presentation and Q&A of Proposed Oak Creek/Towline Road TIF District:** Ms. Orenchuk provided an overview of the Mundelein TIF District including the TIF budget and term. She also showed a full overview map of four priority sites within the TIF area and discussed the background and trends. She noted that the Village of Mundelein does not see the area being used for retail space but will most likely be redeveloped as industrial, residential and/or for health institutions. Ms. Orenchuk then went over next steps and a timetable before leaving the meeting. Ms. Vieth asked trustees to be prepared to vote at the January 26, 2021 special meeting on whether they are for or against the TIF so that Mr. Archer has direction before the Joint Review Board meets on February 10, 2021.

**Approval of the Minutes:** Mr. Larson made a motion, seconded by Ms. Singer to approve the minutes of the regular meeting of December 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.

**Approval of the Bills:** Ms. Dobbs made a motion, seconded by Ms. Singer to approve the Bills Paid Report from December 11, 2020 through January 15, 2021 in the amount of \$1,613,396.98. 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.

**Library Services Update:** Mr. Archer showed trustees the health metrics with the different regions. While all regions are now in Tier 3 mitigation, he noted that the metrics are improving and some regions, including Lake County, are moving out of Tier 3 into the less restrictive Tier 2 as of January 18, 2021. He reported that some libraries are discussing opening to the public beginning in February but that various metrics need to be met before that can happen. He stated that he will be meeting with his management team tomorrow to talk about issues and a potential

timeline for re-opening and will bring the results of that meeting back to the board at the January 26, 2021 special board meeting.

**Report of the Director:** Mr. Archer provided a brief statistical report noting that adult program attendance is very robust and that checkout numbers are good despite the buildings being closed. He then announced that the ILA President's Day Legislative Meet-up will be held via Zoom on Monday, February 15, 2021 and to please contact Ms. Pantle if they would like to attend. He also reported that the Friends recently funded a set of 50 Preschool Packs that include thematic, age-appropriate books, props, and activity suggestions for caregivers. Lastly he reported that two new children's programs were developed in response to the learning environment during the pandemic. *Learn to Write Cursive* provides students with the opportunity to learn to write and read cursive. He noted that in pre-pandemic times many schools had stopped teaching cursive writing and, in our current learning environment, students' handwriting skills have deteriorated due to increased keyboard use. The program so far has been very successful.

**Approve Report of the Director:** Ms. Vieth made a motion, seconded by Ms. Valenziano 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:** Ms. Vieth announced that Ms. Banek has resigned as Library Board Trustee to focus on her new job as Lake County Coroner. She thanked Ms. Banek for all she has done for the Board and wished her luck on her new job.

## **REPORTS OF COMMITTEES AND REPRESENTATIVES**

### **Finance & Employee Practices**

**Approval of Extending Temporary Emergency Leave Policy Due to COVID-19:** Ms. Dobbs explained that the Families First Coronavirus Response Act (FFCRA) was passed by Congress last March and required many employers to provide their employees with paid sick leave and expanded family leave for specified reasons related to COVID-19 from April 1, 2020 through December 31, 2020. She noted that Library administration prepared a document summarizing the temporary benefits and distributed to staff. During this nine-month period, 224 hours of temporary leave was used by staff.

On December 27, 2020 the \$900 billion federal stimulus package was passed into law. No extension of paid sick leave or family leave was provided for in this law which means that mandated FFCRA benefits expired on December 31, 2020. However, the package permitted private employers to voluntarily provide emergency paid sick leave or emergency paid FMLA leave under FFCRA through March 31, 2021 and take an associated tax credit. Governmental units can also voluntarily provide emergency paid sick leave or emergency paid FMLA but are not eligible to take the associated tax credit.

The committee is therefore recommending that the Board approve the extension of the Temporary Emergency Leave Policy through the end of the fiscal year. Ms. Dobbs made a motion, seconded by Mr. Larson to extend the Temporary Emergency Leave Policy through June 30, 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.

Approval of Annual Staff Merit and Cost-of-Living (COLA) Salary Adjustments: Mr. Archer reported that at the December 4, 2020 Finance Committee meeting, Trustees had an initial discussion on potential COLA or merit salary adjustments for staff. The FY21 budget did not include any raises for staff due to the economic uncertainties related to COVID-19. Mr. Archer noted that in preparation for tonight's meeting, a request was made for information from other area libraries and taxing bodies as to how they have handled salary increases during the past year and shared a screen showing that information. After some discussion, Ms. Dobbs stated that the committee is recommending a 2.3% COLA increase for all staff and a 2% merit increase that will come out of a performance based pool allocated by administrative staff and that it will be effective January 1, 2021. 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 recommendation is approved.

Approval of Ordinance 2020-2021/3: Ms. Dobbs made a motion, seconded by Ms. Banek to approve Ordinance 2020-2021/3 abating certain general fund taxes levied by the Cook Memorial Public Library District pursuant to Ordinance No. 2020-2021/2 for the 2020 tax year. The amount to be abated is \$166,000. 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 Audit Services: It was noted that the committee met in February and March of 2020 to review proposals from five accounting firms to conduct the Library's annual audit. Upon arrival of the COVID-19 pandemic, it was decided to delay the selection of a new firm until 2021. These firms were recently contacted to provide the Library with any changes to the fees that they quoted back in early 2020.

Committee members met on January 14, 2021 to review the updated fees and discuss the proposals. Committee members concluded that Lauterbach and Amen had the best overall proposal and is making a unanimous committee recommendation to the full board to proceed with accepting their proposal. Ms. Dobbs then made a motion, seconded by Ms. Singer to approve Lauterbach and Amen's proposal for auditing services in the amount of \$15,000, beginning with the audit for the fiscal year ending June 30, 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.

**Policy Review:** No report.

**Building and Grounds:** Mr. Archer provided an update on the proposed drive-up window at Aspen. He reported that the transaction drawer originally being proposed is more expensive than the typical sliding door which is similar to the one at Cook Park and which is preferred by staff. He noted that installing this type of door will be easier and cheaper and will not require a

construction manager. Architects will draw up designs and the Building and Grounds Committee will meet in the near future to discuss this further.

**Development:** No report.

**Technology:** 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:** No report.

**RAILS Representative:** No report.

**Historical Society Representative:** No report.

### **Other Business**

**Post Issuance Tax Compliant Report:** Mr. Cerqua explained that the District, as an issuer of governmental bonds, must comply with the federal tax requirements that apply from the date the bonds are issued until the date the bonds, or any refunding bonds, are no longer outstanding. Mr. Cerqua, as the Compliance Officer as set forth in the District's Bond Record Keeping Policy, submits the Post-Issuance Tax Compliance Report each year to report that he has reviewed the documents and records and that the District is in compliance. It was the consensus of the Board to accept the Post Issuance Tax Compliant Report as presented.

**Approval of Resolution 2020-2021/3:** Mr. Archer explained that at the October 20, 2020 board meeting, Trustees unanimously approved a Finance Committee recommendation to revise the Developer Donation Fee Agreement for development in Mundelein in accordance with village code. The revisions were made at the request of the Village of Mundelein in order to be more consistent with the developer donation fee agreements of other units of local governments serving Mundelein. Approval of the agreement requires a resolution which is being presented tonight for Board approval. Ms. Vieth then made a motion, seconded by Ms. Dobbs to approve Resolution 2020-2021/3 authorizing the revision of the Developer Donation Fee Agreement applicable to development in the Village of Mundelein in accordance with the Mundelein village code. 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 Resolution 2020-2021/4:** Mr. Archer explained that this resolution reflects the revisions made to the Use of the Library Policy at the December 9, 2020 special board meeting. Ms. Vieth made a motion, seconded by Ms. Oakley to approve Resolution 2020-2021/4 adopting the revised Use of the Library Policy. 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 Resolution 2020-2021/5: Mr. Archer explained that this resolution reflects the revisions made to the Victims' Economic Security and Safety Act Policy at the December 9, 2020 special board meeting. Ms. Singer made a motion, seconded by Ms. Oakley to approve Resolution 2020-2021/5 adopting the revised Victims' Economic Security and Safety Act Policy. 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 Resolution 2020-2021/6: Ms. Vieth made a motion, seconded by Ms. Banek to approve Resolution 2020-2021/6 approving the permanent elimination of overdue fines for most library items effective April 1, 2021. Roll call was as follows: Ayes; Ms. Vieth, Ms. Oakley, Ms. Dobbs, Ms. Banek, Ms. Singer and Ms. Valenziano. Nays; Mr. Larson. Motion carries.

**Communications:** None.

**Public Questions:** None.

**Adjournment:** Ms. Vieth made a motion, seconded by Ms. Dobbs to adjourn the meeting. Having no further business, the meeting was adjourned at 8:12 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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Secretary

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Wendy Vieth, President