

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

February 16, 2021

Call to order: The regular meeting of the Cook Memorial Public Library District was held virtually via Zoom on Tuesday, February 16, 2021 as authorized by Illinois Public Act 101-0640. The meeting was called to order by President Wendy Vieth at 6:30 p.m. Trustees in attendance in addition to Ms. Vieth were Jim Larson, Ann Oakley, Phyllis Dobbs, Karen Singer and Laura Valenziano.

Staff members in attendance were Library Director David Archer and Business Manager Russ Cerqua. Also in attendance was district resident James Spencer.

Public Comment: None.

Nomination of New Secretary: Due to the resignation of Jen Banek, Ms. Vieth made a motion, seconded by Ms. Dobbs to nominate Karen Singer to the office of secretary. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Dobbs, Ms. Singer, and Ms. Valenziano. Nays; none. Motion carries.

Approval of the Minutes: Ms. Vieth made a motion, seconded by Mr. Larson to approve the minutes of the special meeting of December 9, 2020. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Dobbs, Ms. Singer, and Ms. Valenziano. Nays; none. Motion carries.

Ms. Vieth made a motion, seconded by Ms. Oakley to approve the minutes of the regular meeting of January 19, 2021 as amended. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Dobbs, Ms. Singer, and Ms. Valenziano. Nay; none. Motion carries.

Ms. Vieth made a motion, seconded by Ms. Valenziano to approve the minutes of the special meeting of January 26, 2021 as amended. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Dobbs, Ms. Singer, and Ms. Valenziano. Nay; none. Motion carries.

Approval of the Bills: Ms. Dobbs made a motion, seconded by Ms. Vieth to approve the Bills Paid Report from January 16, 2021 through February 21, 2021 in the amount of \$558,396.50. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Dobbs, Ms. Singer, and Ms. Valenziano. Nays; none. Motion carries.

Report of the Director: Mr. Archer provided a brief statistical report noting that virtual program attendance for adults is up 2.33% and that attendance is also very good for the children's virtual book clubs. He noted that the online databases' low numbers are due to reporting issues by some of the vendors which should be remedied by next month. He reported that holds placed and holds filled was understandably very high with the buildings still being closed in January and that the numbers for e-library checkouts are up 35%.

Mr. Archer noted that at a recent board meeting, there was a brief discussion about which holidays are typically observed by libraries. He then showed the trustees a spreadsheet showing which 68 Chicago-area libraries are closed for specific holidays which was followed by a discussion.

He reported that on February 10, 2021, the Joint Review Board of the proposed Oak Creek/Townline Road TIF District in Mundelein voted unanimously in favor (with one abstention) of the resolution to approve the Redevelopment Plan and Eligibility Report. He noted that trustees voted at the special board meeting on January 26, 2021 to authorize the Library's representative on the JRB to vote to recommend approval of the Plan and Report.

Mr. Archer then reported on the proposed amendments to the Illinois Public Library District Act for service to nonresidents and outlined those for trustees.

Lastly, Mr. Archer reported on the virtual Legislative Breakfast that he, Mr. Cerqua, Ms. Dobbs and Ms. Valenziano attended. He noted that a lot of the focus was on COVID-19 at the federal level. It was indicated by the federal office holders who were there that they are supporting federal funding of libraries through the Library Services and Technology Act (LSTA). At the state level the priority is simply to maintain existing library funding so any legislation that could inhibit a local government's ability to capture needed revenue from property taxes is a priority. It was also indicated that the per capita grant program be fully funded. Mr. Archer explained that that program is state assistance provided to libraries and is based upon a library's population. It's funded right now at \$1.25 per resident but there is a push to increase it to \$1.50 per resident.

There was then a long discussion regarding holiday closures.

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. Singer, and Ms. Valenziano. Nays; none. Motion carries.

Report of the President: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: No report.

Policy Review: No report.

Building and Grounds: Mr. Archer announced that a problem was encountered for the proposed drive-up window at the Aspen Drive Library and showed a diagram of a big steel supporting beam which is running diagonally through the entire wall where the window was proposed to be located. The solution is to replace the two return slots with just one and moving it to the right of where the steel beam is located. The new drive-up window would then be built into the wall where the two return slots used to be. He noted that it will be a little more expensive but not drastically. The biggest work will be some masonry work and adding a canopy. He also noted that if the architect's cost analysis sees the project coming in under \$25K, it will not have to go

to bid. The Library will simply proceed to get proposals from two or three companies to get costs and bring these proposals back to the committee. If the architect's cost analysis sees the project coming in over \$25K, then a more formal bid process would be needed to comply with state bidding laws. Either way, one of these two scenarios will be presented to the committee. Mr. Larson, the committee chairperson, agreed to this plan.

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:

Approval of Resolution 2020-2021/7: Mr. Archer explained that this resolution reflects the revisions made to the Drug-Free Workplace Policy at the January 26, 2021 special board meeting. Ms. Dobbs made a motion, seconded by Mr. Larson to approve Resolution 2020-2021/7 adopting the revised Drug-Free Workplace Policy. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Dobbs, Ms. Singer, and Ms. Valenziano. Nays; none. Motion carries.

Approval of Resolution 2020-2021/8: Mr. Archer explained that this resolution reflects the revisions made to the Freedom of Information Act Policy at the January 26, 2021 special board meeting. Ms. Dobbs made a motion, seconded by Mr. Larson to approve Resolution 2020-2021/8 adopting the revised Freedom of Information Act Policy. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Dobbs, Ms. Singer, and Ms. Valenziano. Nays; none. Motion carries.

Approval of Resolution 2020-2021/9: Mr. Archer explained that this resolution reflects the revisions made to the Social Media Policy at the January 26, 2021 special board meeting. Ms. Vieth made a motion, seconded by Ms. Dobbs to approve Resolution 2020-2021/9 adopting the revised Social Media Policy. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Dobbs, Ms. Singer and Ms. Valenziano. Nays; None. Motion carries.

Communications: Ms. Dobbs reported on Grayslake Library’s bike sharing program noting that it could possibly be something for CMPLD to think about. Mr. Archer reported on an email communication received from a patron for the children’s department.

There was then some discussion on the timeline and process for filling the trustee position vacated by Jen Banek.

Public Questions: None.

Adjournment: Ms. Singer made a motion, seconded by Mr. Larson to adjourn the meeting. Having no further business, the meeting was adjourned at 7:49 p.m. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Dobbs, Ms. Singer, and Ms. Valenziano. Nays; none. Motion carries.

Respectfully submitted,

Karen Singer, Secretary

Wendy Vieth, President