

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

January 26, 2021

**Call to order:** The special meeting of the Cook Memorial Public Library District was held virtually via Zoom on Tuesday, January 26, 2021 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, Ann Oakley, Phyllis Dobbs, and Laura Valenziano. Jen Banek and Karen Singer were absent. In Ms. Banek's absence, Mr. Larson served as Secretary Pro-tem.

Staff members in attendance were Library Director David Archer and Business Manager Russ Cerqua. Also in attendance was the Library's attorney Jim Ferolo.

**Public Comment:** None.

**Review and Discussion of Library Policies**

Drug-Free Workplace Policy

Mr. Ferolo stated that having this policy puts the Library in compliance with the IL Drug Free Workplace Act which he explained is a state act that requires certain parameters be followed in order for entities to qualify for state grants. He then went over the changes that he is proposing to the policy.

Ms. Singer joined the meeting at 6:40 p.m. during discussion of this policy.

Mr. Larson then polled the board for informal approval of the presented changes. All trustees voted yes; Ms. Banek was absent. This policy will be brought to the next regular board meeting for final approval via a resolution.

Freedom of Information Act Policy

Mr. Ferolo explained that the changes being proposed to this policy include some of the provisions that come from the Open Meetings Act. He then proceeded to go over the changes.

Ms. Banek joined the meeting at 6:56 p.m. and resumed her duty as Secretary.

Ms. Banek then polled the trustees for informal approval of the proposed changes. All trustees voted yes. This policy will be brought to the next regular board meeting for final approval via a resolution.

Social Media Policy

Mr. Ferolo explained that this policy provides a way for the general public to participate on the Library's social media platforms and allows them to interact with the Library and ask questions. Mr. Ferolo went on to explain that governmental bodies with social media platforms that allow

some interaction between the general public and designated staff members can get into a first amendment issue if not careful. He noted that if posts are taken down simply because we don't like the content would be a 1<sup>st</sup> Amendment violation. Therefore, some of the changes he is proposing to this policy will prevent a 1<sup>st</sup> Amendment violation from happening. The proposed changes also set forth best practices and guidelines in terms of responding to inquiries from the general public. It ensures that content-based decisions should not be made relative to pulling down posts but it also lays out some guidelines for posts that can be taken down. He then provided an overview of the changes being proposed. After discussion, Ms. Banek polled the trustees for informal approval of the proposed changes to the Social Media Policy made by legal counsel and a few new ones made during discussion. All trustees voted yes. This policy will be brought to the next regular board meeting as amended for final approval via a resolution.

Mr. Ferolo left the meeting at 7:24 p.m.

#### Electronic Information Networks and Public Library Computers Use Policy

Mr. Archer reported that the Technology Committee has met three times over the past year to discuss the benefits of the federal E-rate program, which enables the Library to receive a 40% discount on hardware and data transmission costs associated with providing internet service. He went on to say that Libraries that accept federal E-rate funds must adhere to a number of requirements of the Children's Internet Protection Act ("CIPA") which includes content filtering software being required on all library-owned computers that access the Internet. A library is CIPA-compliant as long as it makes a good faith effort to block visual depiction of obscenity, child pornography, and, in the case of persons under the age of 17 years, materials that are "harmful to minors." The library (not the federal government or agency) determines what matter is inappropriate for minors. Another requirement of CIPA is to have a policy that covers its filtering procedures, including procedures for staff to disable an Internet filter upon request by an adult for "bona fide research or other lawful purpose." He then referred trustees to the proposed changes that Technology Committee members are recommending for discussion at tonight's meeting.

Mr. Archer announced that the Library has already taken advantage of the 40% discount and replaced the Cook Park switch hardware and upgraded the internet and point-to-point connections between Aspen and Cook.

Mr. Archer then proceeded to go over the procedural and operational issues that staff will address. After some discussion, Ms. Banek polled the trustees for informal approval of the proposed changes to this policy. All trustees voted yes. This policy will be brought to the next regular board meeting for final approval via a resolution.

#### **Authorization for Library Representative on Joint Review Board to Vote to Recommend or Deny Approval of Redevelopment Plan and Eligibility Report for the Proposed Oak**

**Creek/Townline Road TIF District:** Ms. Vieth explained that the trustees need to take a vote tonight directing Mr. Archer to vote for or against the TIF District on behalf of the Board at the February 10, 2021 TIF meeting. Ms. Vieth reminded Trustees that the proposed Oak Creek/Townline Road TIF District was presented to them by the Village of Mundelein's Director of Community Development Amanda Orenchuk at the January 19 board meeting. Mr. Archer

then explained the voting procedures for the Joint Review Board noting that this Library Board is one of 11 entities voting. Ms. Vieth then made a motion, seconded by Ms. Banek to direct Mr. Archer to vote in favor of the Redevelopment Plan and Eligibility Report for the Proposed Oak Creek/Townline Road TIF District. Roll call was as follows: Ayes; Ms. Vieth, Ms. Oakley, Mr. Larson, Ms. Dobbs, Ms. Banek, Ms. Singer, and Ms. Valenziano. Nays; none. Motion carries.

**Library Services Update:** Mr. Archer shared a screen showing the COVID-19 Levels of Mitigation and noted that as of today, Lake County is in Tier 1. He also noted that local governments are not included in any of IDPH's plan because local government's themselves determine the services that they will provide to the public. He then showed a graph of how each region moves between tiers explaining that he just wanted to give trustees a feel for where the Library is related to the metrics and our region's placement in this tier.

In terms of library operations, Mr. Archer showed a graph of the current library lobby pickup phase which has been in place since mid-November as well as what our services would be like if the buildings were open compared to when the buildings are closed.

Mr. Archer then went over the safety protocols that are in place right now and the guidelines that the Library has been following. After reporting which area libraries are open now or scheduled to open soon, he announced that he is recommending that the Cook Park and Aspen Drive Libraries open on Monday, February 8 and would like the Board's feedback on that. He noted that opening February 8 would give staff enough time to pivot from our current operations to the building being open. He also noted that he is confident in our safety protocols and the way that staff take seriously the safety guidelines that are in place. After a brief discussion, the trustees agreed with Mr. Archer's recommendation to open on February 8, 2021.

**Adjournment:** Ms. Singer made a motion, seconded by Ms. Dobbs to adjourn the meeting. Having no further business, the meeting was adjourned at 8:07 p.m. Roll call was as follows: Ayes; Ms. Vieth, Ms. Oakley, Mr. Larson, 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