

**\*REVISED\***  
**COOK MEMORIAL PUBLIC LIBRARY DISTRICT**  
**413 N. MILWAUKEE AVENUE**  
**LIBERTYVILLE, ILLINOIS 60048**

May 4, 2021

Virtual Special Board Meeting  
6:30 p.m.

A special meeting of the Board of Library Trustees of the Cook Memorial Public Library District has been scheduled for Tuesday, May 4, 2021 and will be held virtually as authorized by Illinois Public Act 101-0640.

To join the meeting via computer or smart device, click on this link:  
<https://us02web.zoom.us/j/89420430271>  
and enter Passcode: 958047

To join the meeting via telephone, dial (312) 626-6799  
enter Meeting ID: 894 2043 0271 and Passcode: 958047

1. Call to order.
2. Roll call.
3. Public Comment.  
To submit public comment, send an email with your comments to [info@cooklib.org](mailto:info@cooklib.org) at any time prior to start of the meeting. All comments will be read aloud during the public comment period.
4. Library Services Update.
5. Review and Discussion of Library Policies.
  - a. Meeting Room Policy
  - b. Alcoholic Liquors Sales and/or Delivery Policy
6. Closed Session as permitted by (5 ILCS 120/2-3).
  - a. Discussion on the selection of a person to fill a public office.
7. Appointment of trustee to fill vacant seat.
8. Adjournment.

Wendy Vieth, President  
Board of Library Trustees

April 30, 2021



# Cook Memorial Public Library District

## SPECIAL LIBRARY BOARD MEETING AGENDA SUPPLEMENT

MEETING DATE: May 4, 2021

FROM: David Archer, Library Director

AGENDA ITEM: Review and Discussion of Library Policies

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Please find attached two revised policies for your review:

1. Meeting Room Policy  
Reviewed by legal counsel in April 2021 with minimal edits. Administrative staff have made a few changes to remove redundant information and improve readability.
2. Alcoholic Liquors Sales and/or Delivery Policy  
Authored by legal counsel in 2017 as a new policy. No updates recommended by administrative staff.

As a reminder, here is the temporary process for the review, revision and approval of library policies:

1. Staff and/or library legal counsel present proposed changes to existing policies. The Board President will poll Trustees to determine support of these changes for each policy. If a majority approve of the changes, the policy is drafted with the updated language for approval at a future regular board meeting.
2. Trustees may propose additional revisions to each policy. The Board President will poll Trustees for each revision proposed to determine support. If a majority approve of a revision, the policy is drafted with the updated language for approval at an upcoming regular board meeting.
3. At an upcoming regular board meeting, Trustees will consider approval for each of the revised policies by resolution.

## COOK MEMORIAL PUBLIC LIBRARY DISTRICT MEETING ROOM POLICY

The Cook Memorial Public Library District (“CMPLD” or “Library”) ~~currently~~ has one meeting room at the Cook Park Library and one meeting room at the Aspen Drive Library. When not being used by the library or its affiliated organizations, they are available for use by in-district groups engaged in educational, cultural, intellectual, civic, and other non-profit **[commercial]** activities. Seating capacity is fifty (50) people for the Cook Park meeting room and eighty (80) people for the Aspen Drive meeting room. **[Capacity may be limited at the discretion of the Library due to public health guidance, regulation, or other necessity.]** Organizations applying for either meeting room must adhere to the following guidelines and regulations:

### Article I Guidelines and Regulations.

- A. Library activities and functions have priority.
- B. Permission to use the meeting rooms does not constitute endorsement of the subject matter of the meeting or the group’s beliefs and policies. Publicity for non-Library sponsored meetings must in no way imply Library sponsorship.
- C. As required by the Americans with Disabilities Act, special accommodations requested by a potential attendee will be provided by the sponsoring group/organization, including sign language interpreters. The meeting rooms are handicapped accessible.
- D. The booking party must be a CMPLD cardholder.
- E. All reservations will be accepted on a first-come, first-serve basis upon receipt of the completed application. The Library must be notified forty-eight (48) hours in advance if a cancellation becomes necessary. Failure to do so may result in reservations being denied in the future.
- F. The Library reserves the right to cancel any reservations due to unforeseen circumstances. The Library may also cancel a group’s reservation or deny further reservations if the guidelines and regulations described in this document are violated.
- G. The meeting rooms are not available for commercial, for-profit or fundraising activities; purely social functions (e.g.; receptions, birthday parties, showers, etc.); or activities that, by their nature, are disruptive to the library routine (e.g.; loud rallies or ceremonies). Noise resulting from public use of the meeting rooms must fall within levels that are acceptable and consistent with normal library operations.

- H. All library policies apply to use of the meeting rooms. Library policies are located at all public service desks and on the **[Library]** website.
- I. The meeting rooms are available for a maximum of three (3) hours ~~use~~ during the Library's normal business hours only. Meetings must ~~be ended~~ **[conclude]** and clean-up completed at least 15 minutes prior to the Library closing time. When scheduling a room, time for set-up and clean-up must be included in the reserved time period and may not exceed three (3) hours. No organization will be allowed to enter the library before the library opens or remain after the library closes.
- J. ~~The m~~**M**Meeting rooms may be scheduled no more than two (2) months in advance. The Library is unable to accept reservations for a series of meetings which would designate the Library as a regular meeting place for any organization.
- K. Groups, organizations, or individuals using the meeting rooms may not charge or collect admission fees, with the exception of fees charged to cover the costs of program materials or supplies that participants may take home with them.
- L. Sales are not permitted except for a library sponsored program or sales by organizations affiliated with the library. Per the Use of the Library Policy, authors are permitted to sell materials relating to their presentation.
- M. Workshops, seminars or other such "educational" presentations including, but not exclusive of, financial, estate, health, and/or retirement planning or related topics will be considered "~~for-profit~~" **[commercial]** activities and will not be permitted unless sponsored as an official library program.
- N. Organizations meeting in the Library may not use the Library as a mailing address or telephone number. The telephone facilities of the Library shall not be available to the persons meeting in either building.
- O. Groups of children through grades 12 may use the meeting rooms with adult supervision. The adult supervisor must sign the meeting room application, taking responsibility for the group and must be in attendance at all times. ~~Children must remain in the meeting room during the entire meeting to avoid—disruption to the normal functions of the Library.~~
- P. ~~Groups must provide their own childcare if members bring their children.~~ Children under the age of 10 must remain with an adult at all times.
- Q. A group or organization must designate one person to assume legal responsibility for its activities in the Library and act as the liaison between the

group and the Library. This representative must sign the application form and be present for the entire meeting. The representative of the group or organization shall be held responsible for willful or accidental damage to the Library building, grounds or equipment caused by the group, its members or those attending its program.

- R. The Library is not responsible for equipment, supplies, materials or personal possessions owned or rented by those sponsoring or attending a meeting. Any individual, group or organization using the meeting rooms shall be held responsible for willful or accidental damage to the Library building, grounds, collections or equipment caused by the group or organization, its members or those attending its programs.
- S. Beverages, if provided by the sponsoring group, are permitted in spill proof and/or covered containers only; the clean up of such refreshments by the group or organization is **[the responsibility of the sponsoring group]** mandatory. Alcohol and food are not permitted.
- T. Groups or organizations have a choice of ~~five~~ setups for the meeting rooms which must be designated at the time of application. Forty-eight (48) hours' notice must be given for any setup changes.
- U. **[The Library is responsible for furnishing the necessary meeting space and seating only]**. Library personnel are not available to assist any group to rearrange ~~the~~ seating, carry supplies to and from the meeting rooms, ~~run~~ **[operate]** equipment, etc. ~~The Library will be responsible for furnishing the necessary meeting space and seating only.~~ The Library is unable to provide storage for the property of any organization which meets in either building.
- V. Any group or organization using the meeting rooms will indemnify, protect, and hold harmless the Cook Memorial Public Library District, its Board of Trustees, and staff, for any and all accidents, including personal injury and property damage, and theft, which may be sustained on the premises.
- W. Failure to abide by the requirements and regulations set forth in this policy, including vacating the rooms at the time designated on the application or by the time the library closes, ~~will~~ **[may]** result in ~~a minimum charge of \$100~~ **[reservations being denied in the future]**.

## Article II      Restrictions.

- A. Any other activity which would materially and substantially interfere with the proper functions of the Library, such as excessive noise, a significant safety

hazard or security risk, is prohibited.

- B. If, on the advice of law enforcement professionals, the library staff or board determines that reasonable possibility of a threat to the safety of library staff, patrons or members of the public might occur, based on prior experience of the group or speaker at this library or at other occasions where the group has held meetings which have been disruptive or had a potential for violence, the following shall be required: the individual or group reserving the meeting room shall be required to pay in advance by cashier's check the reasonably estimated cost of any special security measures that need to be taken for the meeting; and the individual or group reserving the meeting rooms shall obtain a special event liability policy for \$1,000,000 for injury or damage to property occurring at the meeting.
- C. Attendance is limited according to posted occupancy limits. These limits are set and enforced by the Libertyville and Countryside Fire Departments and are based on the size of the room used and furniture set up. Attendance may be further limited at the discretion of the Library due to public health guidelines or other necessary capacity limitations. Emergency exits must be kept clear at all times.
- D. Smoking, food and alcoholic beverages are not allowed.
- E. Open fire is not permitted, including the use of candles.
- F. Nothing may be hung on or attached to the walls or ceiling.

### Article III Application for Use.

- A. Applications must be made in person through the Library's Administrative office. Applications can be found on the Library's website, at the Cook Park Library Welcome Desk and at the Aspen Drive Library Reference Desk. Applications must be completed, signed, and returned with a \$5 room usage fee payable with cash or check before meeting space can be reserved.
- B. All applications are subject to library approval and must be made with a minimum of one-week advance notice.
- C. Applicant must be 18 years of age or older, ~~reside in the CMPLD~~ and have a ~~current~~-valid **[CMPLD]** library card in good standing.
- D. Reservations will be accepted in the order in which completed application forms are received. Applications will be accepted up to two (2) months in advance.

E. The Library reserves the right to change or cancel meeting room reservations due to unusual circumstances and will notify groups at least forty-eight (48) hours before the scheduled meeting.

~~F. The Library requests that organizations or groups notify the library of a cancellation no fewer than forty-eight (48) hours before the scheduled meeting.~~

~~G. The meeting rooms may be reserved for up to three (3) hours in a single day.~~

H. **[F.]** No group may transfer a room reservation to another group.

Article IV Fee-Based Equipment.

A. Requests for equipment must be made at the time of application. **[Library staff can provide basic use instructions of equipment in advance by appointment]**. Library staff will set up equipment but will not be present to provide basic use instructions or ~~operation of~~ **[operate]** equipment **[during meetings, programs or events]**.

B. Availability of fee-based equipment may vary.

C. ~~Portable~~ LCD projector with Renter's laptop      \$20  
~~Portable~~ sound system (microphone)      \$20

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Date

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Secretary

Adopted: 12/18/07  
Revised: 07/19/11  
Revised: 09/17/13  
Revised: 10/22/13  
Revised: 06/21/16  
**Revised: 05/18/21**

# ALCOHOLIC LIQUORS SALES AND/OR DELIVERY POLICY

## Article I General Policy.

The sale and/or delivery of alcoholic liquors in buildings owned by the Cook Memorial Public Library District (~~the~~ “Library” or “CMPLD”) shall be in compliance with the Illinois Liquor Control Act of 1934 (P.A. 99-0559; 235 ILCS 5/6-15), as amended from time to time hereafter (the “Act”), and pursuant to the requirements set forth in this Policy.

## Article II Definitions.

### Section 1 Alcoholic Liquors.

For purposes of this Policy, “alcoholic liquors” includes alcohol, spirits, wine and beer, or as otherwise defined under the Act.

### Section 2 Special Event.

For purposes of this Policy, “Special Event” means a Library-sponsored fundraiser or program of a cultural or educational nature occurring in a building owned by CMPLD, at which alcoholic liquors are sold and/or delivered.

## Article III Sales of Alcoholic Liquors Limited.

Alcoholic liquors may only be sold at retail or delivered in a building owned by CMPLD during a Special Event as follows:

- A. The sale and/or delivery of alcoholic liquors shall only be permitted during and as part of a Special Event.
- B. Alcoholic liquors can only be sold, distributed, or consumed in the designated special event area(s) of Library-owned property.
- C. No alcoholic liquors may be removed from the designated special event area of a Library-owned building during a Special Event.
- D. No alcoholic liquors may be sold to/by, distributed to/by, or in the possession of any person under the age of 21 at any time on Library property.
- E. A local liquor license shall first be obtained, if required.

Article IV Approval Required before Sales of Alcoholic Liquors.

Alcoholic liquors shall not be sold or delivered at a Special Event in any building owned by CMPLD unless Library Trustees have first approved the sale and/or delivery of alcoholic liquors at the Special Event.

Article V Liquor Liability Insurance.

Alcoholic liquors shall not be served or delivered at a Special Event in any building owned by CMPLD unless the Library has host liquor coverage included under its general liability insurance policy, with limits of no less than \$1,000,000.

Alcoholic liquors shall not be sold at a Special Event in any building owned by CMPLD unless the Library obtains dram shop liability insurance coverage with limits of no less than \$1,000,000 for liability arising from the sale of alcoholic liquors to hold harmless the Library from all financial loss, damage or harm.

Third party vendors/caterers/program sponsors shall maintain dram shop liability insurance with limits of no less than \$1,000,000 so as to hold harmless the Library from all financial loss, damage or harm. Proof of such insurance shall be provided with the Library named as an Additional Insured on such coverage.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

Adopted: 10/17/17  
**Reviewed: 05/04/21**