

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

March 9, 2021

Call to order: The special meeting of the Cook Memorial Public Library District was held virtually via Zoom on Tuesday, March 9, 2021 as authorized by Illinois Public Act 101-0640. The meeting was called to order by President Wendy Vieth at 6:32 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 the Library's attorney Jim Ferolo and resident James Spencer.

Public Comment: Mr. Spencer asked about the status of a survey sent to staff at the end of last summer. Mr. Archer explained that he would like the Library attorney to review it first before releasing it.

Review and Discussion of Library Policies

Ethics Policy: Mr. Archer explained that Mr. Ferolo is attending the meeting tonight to review an initial draft of a proposed Ethics Policy and to answer any questions. Mr. Ferolo noted that many libraries that his firm represents have adopted a similar policy and that it's based on the State Officials Employee's Ethics Act that was passed in 2003. There was some language in that act that said local governmental entities have to adopt a policy that's similar. He explained that what trustees are seeing in the policy being presented tonight comes from different parts of the state's statutes and that it focuses on two main areas. One is that it prohibits political activities on compensated time by either elected officials or employees and two, it prohibits the receipt of gifts to elected officials or employees from a prohibited source such as a vendor that the Library contracts with.

Some trustees questioned the language for the definition of "compensated time". After discussion, Mr. Ferolo stated that he will clarify the language to reflect their concerns.

Mr. Ferolo then discussed conflicts of interest explaining that this topic isn't included in this policy but could be added if the trustees felt it was necessary. He noted that these types of issues are covered by other areas of state law which is why it wasn't included in this policy but if the trustees are looking to add more to this policy, this would be an area to consider. After discussion it was the consensus of the board to add a section on Conflicts of Interest including some of the state statutes as well as some general language regarding common law conflicts of interest versus statutory. It was agreed to revisit the policy again at the next special board meeting in April after Mr. Ferolo makes the suggested changes and additions.

Mr. Ferolo left the meeting at 7:17 p.m.

Workplace Violence Policy: Mr. Archer went over the minimal changes being proposed. Based on Trustee feedback, Mr. Archer will consult with the Library attorney whether the policy should include revised language to address off-site services and whether it should include online or digital threats. Ms. Singer then polled the board to proceed as discussed. The polling results were as follows: Yes votes; Ms. Vieth, Mr. Larson, Ms. Singer, and Ms. Valenziano. No votes; Ms. Oakley and Ms. Dobbs. This policy will be presented again at a later meeting.

Security Camera Policy: Mr. Archer explained that this policy was first adopted in 2017 and has served the Library well. No revisions are being proposed at this time. There was some discussion about how to handle any cell phone video taken on personal phones of incidents taking place on library property and if the library has any ownership of that recording. It was also suggested that language be added to the policy acknowledging that the Library does not use facial recognition. Additional changes were made to the policy based on these discussions. Ms. Singer then polled the board to proceed as amended. All trustees voted yes. This policy will be brought to a future board meeting for final approval via a resolution.

Update on Board Vacancy: Ms. Vieth announced that she would like to wait until after the election to make an appointment.

Adjournment: Mr. Larson made a motion, seconded by Ms. Dobbs to adjourn the meeting. Having no further business, the meeting was adjourned at 7:53 p.m. Roll call was as follows: Ayes; Ms. Vieth, Ms. Oakley, Mr. Larson, Ms. Dobbs, Ms. Singer, and Ms. Valenziano. Nays; none. Motion carries.

Respectfully submitted,

Karen Singer, Secretary

Wendy Vieth, President