

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

March 16, 2021

**Call to order:** The regular meeting of the Cook Memorial Public Library District was held virtually via Zoom on Tuesday, March 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, Business Manager Russ Cerqua, and Administrative Assistant Gabriella Pantle. Also in attendance were Jim Jelke and Mary Ann Phillips from the Friends of the Library Organization and district residents Deb Ader and James Spencer.

**Public Comment:** None.

**Approval of the Minutes:** Ms. Dobbs made a motion, seconded by Ms. Valenziano to approve the minutes of the regular meeting of February 16, 2021. 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 Bills:** Ms. Dobbs made a motion, seconded by Ms. Singer to approve the Bills Paid Report from February 13, 2021 through March 12, 2021 in the amount of \$622,173.91. 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 first provided a brief statistical report.

He then reported that as part of this year's application for the annual Illinois Public Library Per Capita and Equalization Aid Grant, libraries are required to review a checklist to determine if they meet 200+ standards. The Library met the vast majority of standards with the exception of a handful which will be addressed over the next year before the next grant application. He then outlined the standards that have not yet been fully met.

He also provided a legislative update and outlined some proposed bills of interest to units of local government.

**Approve Report of the Director:** Mr. Larson made a motion, seconded by Ms. Oakley 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. Larson reported that the committee has a meeting scheduled on April 12 to discuss the bidding process for the drive-up window at the Aspen Drive Library.

**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:** Ms. Dobbs reported what was discussed at the Friends meeting on March 14 which included options for the next book sale depending on occupancy limits. Possible dates for the sale are June 11 – June 13 or in the fall depending on what the situation is with the Library regarding Covid restrictions. Mr. Jelke and Ms. Phillips reported that they are contemplating having a limited attendance sale on a periodic basis, possibly in the basement at the Aspen Drive Library, and would like to know what the board and staff think of that. The question was how many people would be allowed in the basement there in June. After discussion, it was determined that until this question can be answered, staff will begin weeding from the children’s collection and bins will go out at both library locations to start collecting donations in preparation for a possible sale.

**RAILS Representative:** Mr. Archer announced that if trustees would like to sign up for the RAILS weekly newsletter, he will send them the link to do that.

**Historical Society Representative:** No report.

### **Other Business:**

**Approval of Resolution 2020-2021/10:** Mr. Archer explained that this resolution reflects the revisions made to the Security Camera Policy at the March 9, 2021 special board meeting. Ms. Vieth made a motion, seconded by Ms. Dobbs to approve Resolution 2020-2021/10 adopting the revised Security Camera Policy. 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 Resolution 2020-2021/11:** Mr. Archer explained that this resolution reflects the revisions made to the Electronic Information Networks and Public Library Computers Use Policy at the December 8, 2021 Technology Committee meeting and at the January 26, 2021

special board meeting. Ms. Vieth made a motion, seconded by Mr. Larson to approve Resolution 2020-2021/11 adopting the revised Electronic Information Networks and Public Library Computers Use 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:** 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 7:26 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,

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Karen Singer, Secretary

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Wendy Vieth, President