

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

April 20, 2021

Call to order: The regular meeting of the Cook Memorial Public Library District was held virtually via Zoom on Tuesday, April 20, 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, Assistant Library Director Lauren Cerniglia and Facilities Project Coordinator Ken Arnswald. Also in attendance were district residents Deb Ader, James Spencer, and Kristin Palic.

Public Comment: None.

Approval of the Minutes: Ms. Vieth made a motion, seconded by Mr. Larson to approve the minutes of the special meeting of March 9, 2021. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Dobbs, Ms. Singer, and Ms. Valenziano. Nays; none. Motion carries.

Ms. Singer made a motion, seconded by Mr. Larson to approve the minutes of the regular meeting of March 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. Vieth to approve the Bills Paid Report from March 13, 2021 through April 16, 2021 in the amount of \$580,600.23. 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 explained that the statistical report has been temporarily modified to compare data in 2021 with 2019. Library services were significantly curtailed in the spring of 2020 due to the pandemic which resulted in reduced usage in all statistical categories. While the numbers are not anything close to what they were in 2019, adult fiction has healthy numbers and elibrary circulation is up a robust 34% from 2019. He noted that a category for library app users has been added to the statistical report and that the figure represents the count of active devices using the Library's app. An "active device" means that a device has had at least one session during the specified month.

He reported that with the status of indoor events uncertain for this summer, a tent will be rented for the summer months at the Aspen Drive Library to provide an outdoor space for programming with an emphasis on children's story times. Library staff are working with the Village of Vernon Hills to secure the proper permits. He noted that with the inadequate space at the Cook Park Library for a tent, staff will conduct story times in grassy areas adjacent to the building, as

weather permits. He confirmed that virtual programs will still be offered until the Library is able to pivot toward more in-person programming when the state guidelines allow.

He also reported that nearly 20 library staff members participated in a COVID-19 vaccination event on March 30 at the Vernon Hills Park District's Sullivan Center, adjacent to the Aspen Drive Library. The Library, Park District and the Village of Vernon Hills partnered with Jewel-Osco to provide vaccinations to nearly 1,200 community members. Library staff directed attendees, checked them in and provided other logistical support. The Library's I.T. contractor also provided technical support. He noted that the second dose follow-up event occurred today.

Approve Report of the Director: Ms. Dobbs 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:

Cook Park Library Emergency Generator Project: Mr. Archer, at the request of Mr. Larson, provided a brief overview of the Cook Park Library generator project. At the November 17, 2020 Board meeting, trustees unanimously approved a contract with Hansen Palmer Associates in the amount of \$11,000 to provide engineering consulting services for a new emergency generator at the Cook Park Library. In a power outage, the generator would power the computer servers, the server room's dedicated air conditioning unit, sump and ejection pit pumps and emergency lighting.

He explained that this project is subject to competitive bidding as the cost exceeds \$25,000, the threshold set by state law. On Tuesday, April 6, 2021, bids were publicly opened which included all of the electrical and mechanical scope of work indicated on the contract documents produced by Hansen Palmer Associates and their subcontracting mechanical engineers from Elara Engineering. Four bids were received with Powerlink Electric Inc., the apparent low bidder at \$105,158.

He referred trustees to the provided bid results and recommendation by Hansen Palmer to accept Powerlink's bid. Mr. Archer noted that he received positive feedback from all three references he contacted regarding Powerlink's performance.

Mr. Archer then reported that at the April 12, 2021 Building and Grounds Committee meeting, the committee made a unanimous recommendation, based on the recommendation made by John Thomson, an engineer with Hansen Palmer, to accept a bid from Powerlink at an amount not to

exceed \$121,000. Mr. Larson then made a motion, seconded by Ms. Vieth to approve the Building and Grounds Committee recommendation to proceed with the Cook Park Library emergency generator project not to exceed \$121,000 by accepting a bid from Powerlink Electric with a base bid of \$105,158 and a 15% contingency. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Dobbs, Ms. Singer and Ms. Valenziano. Nays; none. Motion carries.

Aspen Drive Library Drive-up Window Project: Mr. Archer explained that at the June 9, 2020 Building and Grounds Committee meeting, committee members received an overview of a proposed drive-up window at the Aspen Drive Library. At that time committee members directed administrative staff to conduct a survey of library users to gauge interest in this improvement. A survey was conducted in the summer of 2020 and results showed that 64% of respondents said they would use a drive-up window.

At the November 12, 2020 Building and Grounds Committee meeting, committee members agreed to move forward with pricing information for the drive-up window project. The installation of the new window was subject to competitive bidding as the cost was expected to exceed \$25,000, the threshold set by state law.

All trustees received updates on the proposed project at the regular board meetings on January 19 and February 16, 2021.

On Tuesday, April 6, 2021, bids were publicly opened for this project which included the scope of work indicated on the contract documents produced by Product Architecture + Design. Nine bids were received with MAG Construction as the low bidder with a base bid of \$30,495 and an additional \$3,100 for Alternate #1, which adds an exterior protective concrete bollard adjacent to the window.

He referred trustees to the provided bid results and the recommendation by Product Architecture + Design to accept MAG Construction's base bid and alternate #1. He noted that received positive feedback from all three references provided by MAG Construction.

He reported that at the April 12, 2021 Building and Grounds Committee meeting, committee members made a unanimous recommendation, based on the recommendation made by Dan Pohrte of Product Architecture + Design, to accept a bid from MAG Construction to add a drive-up window at the Aspen Drive Library not to exceed \$38,600. This amount includes the base bid with alternate #1 in the amount of \$33,595 with a 15% contingency. Mr. Archer explained that donations from the Friends of the Library and an anonymous individual will cover \$25,171.35 in costs for this project. He further explained that these funds will need to be transferred to the Special Reserve Fund via approval of the presented resolution. Mr. Larson then made a motion, seconded by Ms. Dobbs to approve Resolution 2020-2021/17 to proceed with the Aspen Drive Library drive-up window project by accepting a bid from MAG Construction in an amount not to exceed \$38,600. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Dobbs, Ms. Singer, and Ms. Valenziano. Nays; none. Motion carries.

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: Ms. Vieth reported that the Commission had a meeting today and discussed signage directing people to the parking garages.

Friends Representative: No report.

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: Ms. Singer reported that the Historical Society did meet recently and discussed By-laws, events for the summer and fundraising.

Other Business:

Approval of Resolution 2020-2021/12: Mr. Archer explained that this resolution reflects the revisions made to the Personnel Policy at the December 9, 2020 special board meeting. Ms. Vieth made a motion, seconded by Ms. Oakley to approve Resolution 2020-2021/12 adopting the revised Personnel 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 2020-2021/13: Mr. Archer explained that this resolution reflects adoption of an Ethics Policy as reviewed and discussed at the March 9, 2021 and April 13, 2021 special board meetings. Ms. Vieth made a motion, seconded by Ms. Dobbs to approve Resolution 2020-2021/13 adopting the Ethics 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 2020-2021/14: Mr. Archer explained that this resolution reflects the revisions made to the Family and Medical Leave Act (FMLA) Policy as reviewed and discussed at the April 13, 2021 special board meeting. Ms. Dobbs made a motion, seconded by Ms. Oakley to approve Resolution 2020-2021/14 adopting the revised FMLA 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 2020-2021/15: Mr. Archer explained that this resolution reflects the revisions made to the Email Communications Policy as reviewed and discussed at the April 13, 2021 special board meeting. Mr. Archer explained that one other revision was made under Article I, E by the attorney since the April 13 special meeting which is reflected in the provided copy of the policy. Ms. Dobbs then made a motion, seconded by Ms. Oakley to approve Resolution 2020-2021/15 adopting the revised Email Communications Policy 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 Resolution 2020-2021/16: Ms. Vieth thanked Ms. Oakley for her years of service as Library Trustee and read the resolution aloud. Ms. Vieth then made a motion, seconded by Mr. Larson to approve Resolution 2020-2021/16 honoring Ann Oakley for her service as trustee. 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 2020-2021/17: This resolution was approved under the Building and Grounds Committee meeting report.

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 7:19 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