

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

May 4, 2021

Call to order: The special meeting of the Cook Memorial Public Library District was held virtually via Zoom on Tuesday, May 4, 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 district resident James Spencer.

Public Comment: None.

Library Services Update: Mr. Archer reported that he has been meeting with the management team about phasing library services back in and provided an update on what was discussed. He reported that library hours will be expanded almost back to normal on June 1 with the exception of a 9pm closing time during the week. The library is consistently very slow on weekday evenings so the current 8pm closing time will remain for now. In-library seating will return in early June, after school let out for the summer, with general seating being made available at both locations. Seating and tables will be spaced 6' or more apart and the mask requirement will still be enforced as directed by the state. He reported that other items being considered are limited use of the digital studio by appointment only and expanded computer use from the current 1 hour time limit to 2 hours. He noted that the "Room to Grow" room in the Children's Department will remain closed for now. One trustee asked about possibly starting the 9am opening time sooner than June 1. Mr. Archer agreed to talk to his management team regarding this.

Review and Discussion of Library Policies

Meeting Room Policy: Mr. Archer explained that this policy only required minimal changes including some language that was added at the end of the policy that provides basic use instructions of equipment by staff in advance by appointment. After discussion, trustees recommended further changes which Mr. Archer will incorporate and present at the May 18 regular board meeting.

Alcoholic Liquors Sales and/or Delivery Policy: Mr. Archer explained that this policy had been authored by legal counsel in 2017 as a new policy. Coming up for review this year, administrative staff and legal counsel didn't recommend any changes. Upon discussion, it was decided to change the word "reviewed" at the end of the policy to "revised". 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.

Adjourn to Closed Session: At 7:12 p.m., Ms. Vieth made a motion, seconded by Mr. Larson to adjourn to closed session as permitted by (5 ILCS 120/2-3) to discuss the selection of a person to fill a public office.

Regular Meeting Resumes: The regular meeting resumed at 8:14 p.m.

Adjournment: Mr. Larson made a motion, seconded by Ms. Valenziano to adjourn the meeting. Having no further business, the meeting was adjourned at 8:15 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