

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

April 13, 2021

**Call to order:** The special meeting of the Cook Memorial Public Library District was held virtually via Zoom on Tuesday, April 13, 2021 as authorized by Illinois Public Act 101-0640. The meeting was called to order by President Wendy Vieth at 6:31 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 Executive Administrative Assistant Gabriella Pantle. Also in attendance was attorney Anne Skrodzki and district resident James Spencer.

**Public Comment:** None.

**Review and Discussion of Library Policies**

Mr. Archer explained that Klein, Thorpe and Jenkins attorney Anne Skrodzki is attending tonight's meeting in place of Jim Ferolo to review updates to the Ethics Policy, Email Communications Policy and FMLA Policy. A final version of the Ethics Policy will be formatted to reflect the style and layout of other policies.

**Ethics Policy:** Ms. Skrodzki provided a brief overview of the Ethics Policy touching on concerns brought up at the last review of the policy at the March 9, 2021 special board meeting including providing language for conflicts of interest and the concept of integrity. She then explained the additions made to the policy to reflect these concerns. After some discussion, Ms. Singer polled the board to proceed as presented. The polling results were as follows: Yes votes; Ms. Vieth, Ms. Oakley, Mr. Larson, Ms. Dobbs, Ms. Valenziano, and Ms. Singer. No votes; none. This policy will be brought to a future board meeting for final approval via a resolution.

**Email Communications Policy:** Ms. Skrodzki provided an overview of the policy and explained the changes made and why. No legal updates were required. There was a discussion on whether the Library should provide trustees with new email addresses to be used for all library business instead of using their personal email addresses. Ms. Skrodzki agreed that this would be a good idea. Mr. Archer noted that he will provide the new language and include it in the final version presented at the next regular board meeting. Ms. Singer then polled the board to proceed as amended with the addition of language requiring that all Trustees be issued library-provided email accounts that shall be used exclusively for Library related communications and shall not be utilized for personal or other business. The polling results were as follows: Yes votes; Ms. Vieth, Ms. Oakley, Mr. Larson, Ms. Dobbs, Ms. Valenziano, and Ms. Singer. No votes; none. This policy will be brought to a future board meeting for final approval via a resolution.

FMLA Policy: Mr. Archer explained that administration is suggesting minimal revisions to this policy with none required by the attorney. Ms. Singer polled the board to proceed as presented. The polling results were as follows: Yes votes; Ms. Vieth, Ms. Oakley, Mr. Larson, Ms. Dobbs, Ms. Valenziano, and Ms. Singer. No votes; none. This policy will be brought to a future board meeting for final approval via a resolution.

Adjournment: Mr. Larson made a motion, seconded by Ms. Dobbs to adjourn the meeting. Having no further business, the meeting was adjourned at 7:08 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