

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

June 15, 2021

Call to order: The regular meeting of the Cook Memorial Public Library District was held virtually via Zoom on Tuesday, June 15, 2021 as authorized by Illinois Public Act 101-0640. In Wendy Vieth's absence, the meeting was called to order by Vice-President Jim Larson at 6:32 p.m. Trustees in attendance in addition to Mr. Larson were Phyllis Dobbs, Karen Singer, Laura Valenziano, Kristen Palic, and Nate Johnson. Wendy Vieth was absent.

Staff members in attendance were Library Director David Archer, Business Manager Russ Cerqua, and Executive Administrative Assistant Gabriella Pantle.

Public Comment: None.

Approval of the Minutes: Ms. Dobbs made a motion, seconded by Ms. Valenziano to approve the minutes of the special meeting of April 13, 2021. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, and Ms. Palic. Nays; none. Mr. Johnson abstained. Ms. Vieth was absent. Motion carries.

Ms. Singer made a motion, seconded by Mr. Johnson to approve the minutes of the regular meeting of May 18, 2021. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, Ms. Palic, and Mr. Johnson. Nays; none. Ms. Vieth was absent. Motion carries.

Consideration of Request by Libertyville Civic Center Foundation for Use of Cook Park

Parking Lot: Mr. Archer directed Trustees to a letter provided by the Civic Center dated June 2, 2021 requesting the use of the Cook Park Library parking lot during the Libertyville Days Festival from Thursday, August 12, 2021 through Saturday, August 14, 2021. After noting that the use of the lot would occur after the library is closed, Mr. Archer showed a diagram of the parking lot setup that is being proposed and explained the logistics including entry to the lot, the installation of fencing, protection of landscaped areas, security and cleanup. It was also noted that the Libertyville Civic Center Foundation will provide liability insurance listing the Cook Memorial Public Library District as additional insured in the amount of \$1,000,000. After a brief discussion, Mr. Johnson made a motion, seconded by Ms. Dobbs to approve the request from the Libertyville Civic Center to use the Cook Park Library parking lot contingent upon additional snow fencing being installed to protect shrubbery. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, Ms. Palic, and Mr. Johnson. Nays; none. Ms. Vieth was absent. Motion carries.

Approval of the Bills: Ms. Dobbs made a motion, seconded by Ms. Palic to approve the Bills Paid Report from May 15, 2021 through June 11, 2021 in the amount of \$678,245.53. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, Ms. Palic, and Mr. Johnson. Nays; none. Ms. Vieth was absent. Motion carries.

Report of the Director: Mr. Archer reminded trustees that the Statistical Report is comparing May, 2019 with May, 2021. Visitor counts understandably remain down but program attendance is up 10% from 2019 due to programming being all virtual. He explained that virtual programming has been very popular because it allows more people to attend making it a model that he feels patrons will continue to embrace. That prompted management to decide to continue virtual programming or some hybrid of it. He also reported that circulation is down 1/3 from 2019 but that adult fiction is still doing reasonably well.

Mr. Archer then went over some Legislative Updates, the communication team's promotional strategy for the new mobile app, and the fine-free billing schedule.

He announced that this is the inaugural year for the Library's use of Readsquared, a highly customized summer reading application that allows patrons to register and participate fully online if they so choose. As of June 10th, 1,300 patrons had registered. He also announced that the Library's first outdoor program was held under the tent at the Aspen Drive location and that special care was taken to make sure everyone was safe and properly distanced. He then provided an update on service to senior centers. Prior to the COVID outbreak, Outreach staff had a presence in the lobbies of six area senior centers and also delivered materials to the private apartments of patrons within these centers. Since late April 2020, Outreach staff have been assembling orders and placing individually labeled bags in large bins which are delivered via the Library's van to the front door of each center where they are retrieved by senior center staff. Beginning this month, in-person service will again be provided starting with the Sheridan at Green Oaks and gradually expanding to other senior centers over the next few months.

Lastly, Mr. Archer reported that on June 11, Phase 5 of the Restore Illinois Plan went into effect which eliminates capacity restrictions for businesses in the state. He then provided a status update of operations at the Library now that Phase 5 has begun.

Approve Report of the Director: Mr. Johnson made a motion, seconded by Ms. Palic to approve the report of the director. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, Ms. Palic, and Mr. Johnson. Nays; none. Ms. Vieth was absent. Motion carries.

Report of the President: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: Ms. Dobbs announced that there will be a Finance Committee meeting on Tuesday, July 13, 2021.

Policy Review: No report.

Building and Grounds: No report.

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: Mr. Archer reported on the success of the Friends' booth at the Farmers Market.

RAILS Representative: No report.

Historical Society Representative: Ms. Singer reported that the Cook House tours have begun and take place on Sundays from 2-4:00.

Other Business:

Participation in the Nonresident Fee Program: Mr. Archer explained that the board of each public library is required by Illinois statute to decide annually whether the library will participate in the state's nonresident fee program. Nonresidents are defined as "a person who resides outside the taxing area of a public library" (75 ILCS 16/30-55.60). Nonresidents have the option to annually purchase a library card at the closest participating library for a fee at least equal to the cost paid by residents.

He noted that the CMPLD Board has traditionally supported the nonresident fee program even though there are no unserved areas adjacent to the Library's taxing area in which Cook Park or Aspen Drive is the closest library.

Mr. Larson then made a motion, seconded by Mr. Johnson to affirm the Library's continued participation in the nonresident fee program, detailed under Public Act 92-1066 and setting the annual fee for the card by using the State Library mathematical formula method at \$423 effective July 1, 2021 through June 30, 2022. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, Ms. Palic, and Mr. Johnson. Nays; none. Ms. Vieth was absent. Motion carries.

Approval of Ordinance 2020-2021/4: Ms. Valenziano made a motion, seconded by Ms. Dobbs to approve Ordinance 2020-2021/4 setting forth a schedule of regular meetings of the Board of Library Trustees of the Cook Memorial Public Library District for the fiscal year commencing July 1, 2021 and ending June 30, 2022. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, Ms. Palic, and Mr. Johnson. Nays; none. Ms. Vieth was absent. Motion carries.

Approval of Resolution 2020-2021/20: Ms. Dobbs made a motion, seconded by Mr. Johnson to approve Resolution 2020-2021/20 authorizing the Library Director and Business Manager to execute required paperwork with all designated, eligible depository institutions for the fiscal year July 1, 2021 through June 30, 2022. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, Ms. Palic, and Mr. Johnson. Nays; none. Ms. Vieth was absent. Motion carries.

Secretary's Audit: Ms. Pantle explained the need for the Secretary's Audit and the procedure and asked if two trustees would like to volunteer. Mr. Johnson and Ms. Singer agreed to conduct the Secretary's Audit.

Communications: None.

Public Questions: None.

Adjournment: Ms. Dobbs made a motion, seconded by Ms. Singer to adjourn the meeting. Having no further business, the meeting was adjourned at 7:39 p.m. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, Ms. Palic, and Mr. Johnson. Nays; none. Ms. Vieth was absent. Motion carries.

Respectfully submitted,

Karen Singer, Secretary

Wendy Vieth, President