

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

August 19, 2021

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Thursday, August 19, 2021 at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois. The meeting was called to order by President Wendy Vieth at 6:30 p.m. Trustees present at roll call in addition to Ms. Vieth were: Jim Larson, Phyllis Dobbs, Karen Singer, Laura Valenziano, Nate Johnson, and Kristen Palic.

Staff members present were Business Manager Russ Cerqua and Administrative Assistant Gabriella Pantle. Library Director Dave Archer attended via phone.

Public Comment: None.

Approval of Minutes: Ms. Vieth made a motion, seconded by Mr. Larson to approve the minutes of the regular meeting of July 20, 2021. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Valenziano, Mr. Johnson, and Ms. Palic. Nays; none. Motion carries.

Ms. Singer made a motion, seconded by Ms. Palic to approve the minutes of the Closed Session meeting of July 20, 2021. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Valenziano, Mr. Johnson, and Ms. Palic. Nays; none. Motion Carries.

Approval of the Bills: Ms. Dobbs made a motion, seconded by Ms. Singer to approve the Bills Paid Report for the period of July 17, 2021 through August 13, 2021 in the amount of \$675,009.37. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Valenziano, Mr. Johnson, and Ms. Palic. Nays; none. Motion carries.

Report of the Director: Mr. Archer reported that the circulation of materials is starting to increase with numbers only being down 23% this month compared to 40% in January. He attributes this to people slowly starting to come back into the library and using our services. He noted that traditional print is making a comeback and that E-library is continuing to do very well.

He also reported that now in its 15th year at CMPLD, English as a Second Language (ESL) classes will begin in late August at both Aspen Drive and Cook Park Libraries. Mundelein High School District 120 provides free English language instruction at 10 locations in central and eastern Lake County to residents who wish to improve their English speaking and writing skills.

He provided a COVID Operations Update noting that the Library's mask guidelines now align with the most recent guidance from the Centers for Disease Control and the Illinois Department of Public Health by asking that all visitor ages 2 and over wear a mask while in the Library. He reported that staff have been planning safety protocols for students visiting Aspen Drive Library after school but noted that not as many students are expected this year as in previous years. The

Workshop and Children's Flex Space will be utilized for seating with tables and chairs being set up to accommodate a 3 foot distance which mimics what is being done at the schools. Also, information on what to expect at Aspen after school was sent to Hawthorn 73 for distribution to parents.

Mr. Archer ended his report with a few odds and ends which included the upcoming Labor Day closure, the redesign of the quarterly newsletter, the Aspen Drive window project timeline, and an update on the Cook Park emergency backup generator which has been installed.

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

Report of the President: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: Ms. Dobbs reported that the Finance Committee met on July 13, 2021 to discuss the budget and had asked for some modifications. The modified budget came back to the committee at their next meeting on July 27, 2021 which was unanimously approved and is the version being presented to the board tonight. She explained that the most substantial change was to the COLA amount which was increased from 1.4% to 4%. She also went over a few additional points in the budget including revenues, bookmobile savings and reserves for technology and outreach. She announced that it is the committee's recommendation to accept the FY2022 Operating Budget dated July 22, 2021. Not requiring a second, roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Valenziano, Mr. Johnson, and Ms. Palic. Nays; none. The FY2022 Budget is approved.

Policy Review: Ms. Valenziano reported that the committee met last month and are presenting the policies that were reviewed at that meeting for approval from the full board tonight.

Approval of Resolution 2021-2022/1: Ms. Valenziano explained that this resolution reflects the changes made to the Collection Development Policy as reviewed and discussed at the July 19, 2021 Policy Review Committee meeting. Ms. Valenziano made a motion, seconded by Ms. Dobbs to approve Resolution 2021-2022/1 adopting the revised Collection Development Policy. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Valenziano, Mr. Johnson, and Ms. Palic. Nays; none. Motion carries.

Approval of Resolution 2021-2022/2: Ms. Valenziano explained that this resolution reflects the changes made to the Purchasing Goods and Services Policy as reviewed and discussed at the July 19, 2021 Policy Review Committee meeting. Ms. Valenziano made a motion, seconded by Ms. Vieth to approve Resolution 2021-2022/2 adopting the revised Purchasing Goods and Services Policy. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Valenziano, Mr. Johnson, and Ms. Palic. Nays; none. Motion carries.

Approval of Resolution 2021-2022/3: Mr. Valenziano explained that this resolution reflects the changes made to the Safe Child Policy as reviewed and discussed at the July 19, 2021 Policy Review Committee meeting. Ms. Valenziano made a motion, seconded by Ms. Dobbs to approve Resolution 2021-2022/3 adopting the revised Safe Child Policy. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Valenziano, Mr. Johnson, and Ms. Palic. Nays; none. Motion carries.

Building and Grounds: Mr. Larson reported that at the committee's August 12, 2021 meeting they reviewed a number of projects and prioritized them. He noted that they will be presented to the board after some issues with the projects are resolved.

Development: No report.

Technology: No report.

Resources, Services and Long Range Planning: No report.

Village of Libertyville Parking Commission Representative: No report.

Friends' Representative: Ms. Dobbs reported that the Friends are still participating at the Farmer's Market. Attendance has been lower the last couple of weeks due to vacations and kids going back to school but the sales are much better this year than last year. She announced that the annual book sale has been postponed until next year due to the pandemic but that the book sale shelves will continue and are doing well.

RAILS Representative: No report.

Historical Society Representative: No report.

Other Business:

Approval of Resolution 2021-2022/4: Ms. Vieth made a motion, seconded by Ms. Singer to approve Resolution 2021-2022/4 declaring closed session minutes confidential and/or non-confidential for meetings through June, 2021. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Valenziano, Mr. Johnson, and Ms. Palic. Nays; none. Motion carries.

Approval of Change Order: Mr. Archer explained that the generator project was approved by the Board at its April, 2021 regular meeting in the amount of \$101,158 with a \$16,000 contingency for any unforeseen circumstances. He then directed the Trustees to a letter from the electrical engineering consultant, Hansen Palmer Associates describing an electrical issue that is in violation of code and needs to be resolved. The change order being presented tonight from the electrical contractor, Powerlink Electric, in the amount of \$6,776.13 will resolve this issue and will come out of the \$16,000 contingency already approved by the Board. He noted that Hansen Palmer has reviewed the change order and finds the cost to be reasonable and recommends approval. Ms. Vieth then made a motion, seconded by Mr. Johnson to approve a change order for

electrical work associated with the Cook Park Library emergency backup generator project in the amount of \$6,776.13. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Valenziano, Mr. Johnson, and Ms. Palic. Nays; none. Motion carries.

Communications: Ms. Dobbs reported that she was approached by a few patrons about adding extra hours on Sundays. She also reported that her neighbor, and others, have asked her if the Library will be selling CMPLD Centennial items. Mr. Archer announced that he believes there are 100 mugs left over which can be sold to patrons on behalf of the Friends and that he will look into that.

Mr. Johnson discussed his email regarding the Niles Library and suggested that this board encourage people to be involved in the Library and communicate what the Board does.

Public questions: None.

Adjournment: Ms. Vieth made a motion, seconded by Mr. Larson to adjourn the meeting. Having no further business, the meeting was adjourned at 7:22 p.m. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Valenziano, Mr. Johnson, and Ms. Palic. Nays; none. Motion carries.

Respectfully submitted,

Karen Singer, Secretary

Wendy Vieth, President