

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

September 21, 2021

**Call to order:** The regular meeting of the Cook Memorial Public Library District was held on Tuesday, September 21, 2021 at the Cook Park Library, 413 N. Milwaukee Ave., Libertyville, Illinois. The meeting was called to order by President Wendy Vieth at 6:31 p.m. Trustees present at roll call in addition to Ms. Vieth were: Jim Larson, Phyllis Dobbs, Karen Singer, Laura Valenziano, and Kristen Palic. Nate Johnson was absent.

Staff members present were Library Director Dave Archer, Business Manager Russ Cerqua, and Executive Assistant Gabriella Pantle. Also in attendance was ~~Trustee candidate~~ district resident Deb Ader.

**Public Comment:** None.

**Approval of Minutes:** Ms. Singer made a motion, seconded by Mr. Larson to approve the minutes of the regular meeting of August 19, 2021. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Valenziano, and Ms. Palic. Nays; none. Mr. Johnson was absent. 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 August 14, 2021 through September 17, 2021 in the amount of \$712,178.80. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Valenziano, and Ms. Palic. Nays; none. Mr. Johnson was absent. Motion carries.

**Report of the Director:** Mr. Archer reported that August, 2021 visitor counts are rebounding quite nicely compared to August, 2020 with Cook Park increasing by 35% and Aspen Drive by 42%.

He also reported that the Library was closed the morning of Friday, September 10 for staff training which included anti-harassment training by a representative from Perspectives, Ltd. He noted that this training satisfies the State of Illinois requirement for annual sexual harassment training for businesses. He also provided a recap of the 2021 American Library Association annual conference attended by staff.

Mr. Archer then provided a COVID Operations Update stating that per Governor Pritzker's executive order issued on August 30 mandating the wearing of masks in indoor public settings, the Library will require that all visitors age 2+ wear masks in public areas of the Library. The executive order permits employees to remove masks in office settings when six feet of distance can be consistently maintained. Additionally it was recently announced that employees working for private sector businesses with 100 or more employees will be mandated by OSHA to either receive a vaccination or submit to weekly COVID-19 testing. Per the law firm, Ancel Glink, this

plan does not currently apply to state, county or local governments. He reminded trustees that 97.4% of library staff are fully vaccinated.

Mr. Archer reported that on August 19, Student Services Coordinator Amy VanGoethem and librarian Amy Heatherman attended District 73's Hawthorn School for Young Learners' (HSYL) Family Night to promote library services and sign up new kindergartners for library cards. He noted that during the school year, a librarian will visit each of the 13 kindergarten classrooms at HSYL for story times, games and crafts on a monthly basis.

He wrapped up his report by announcing that 16 new wireless access points have been installed at each library location noting that the Library received a 40% discount on costs through participation in the federal eRate program. He also announced that the Library's centennial month is coming up in October and will be celebrated with events taking place on Sunday, October 17 at Cook Park and Sunday, October 24 at Aspen Drive from 2-4pm. Activities at each location will include door prizes for the first 100 visitors, 1920's trivia questions, selfie photo stations, games with CMPLD-branded prizes and CMPLD specific coloring pages in the children's department.

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

**Report of the President:** Ms. Vieth regrettably announced Ms. Valenziano's resignation from the Board effective September 22, 2021, thanked her for her service and wished her luck.

## **REPORTS OF COMMITTEES AND REPRESENTATIVES**

**Finance & Employee Practices:** Ms. Dobbs reported that the Finance Committee met on September 14, 2021 and discussed quite a few investment types and also the Investment Policy. They also reviewed a grid provided by Administration of all the benefits that are offered by surrounding libraries and identified a few they might consider offering at CMPLD.

**Policy Review:** No report but Ms. Valenziano noted that the committee's next meeting is planned for mid-October.

**Building and Grounds:** Mr. Archer announced that at the August 12, 2021 Building and Grounds Committee meeting, committee members designated the following capital projects as high priority.

1. Replace the brick pavers at the Aspen Drive main entry because the bricks are shifting and lifting, creating a trip hazard. It is recommended that pavers be removed and replaced rather than repaired. The committee has directed staff to obtain replacement options from the architect and report back at the next B&G meeting for further discussion. He noted that the Friends of the Library are considering donating some amount to improve the entry at Aspen.
2. Use electrical documentation found from 2011 for the lighting grid at Cook Park to proceed

with an upgrade to LED lights.

3. Evaluate and repair/replace metal window frames at the Cook Park Library. Some older interior and exterior frames are showing corrosion and pitting and are in need of repair. The Committee directed staff to consult with contractors for evaluation and report back at the next B&G meeting.

Mr. Archer reported that the committee also looked at replacing key FOB door entries at both locations, adding automatic openers to restroom doors and investigating the installation of solar panels on the roof at both locations.

**Development:** No report.

**Technology:** No report. Possible meeting in October.

**Resources, Services and Long Range Planning:** No report.

**Village of Libertyville Parking Commission Representative:** No report.

**Friends' Representative:** Ms. Dobbs reported that the Friends had a meeting on August 29 where they discussed Liability and D&O insurance since they are a 501(c)3 organization. She also announced that there will not be a book sale this year and that the Friends are looking at April, 2022 for the next sale. She noted that sales seem more robust at the Farmer's Market than at the annual book sale.

**RAILS Representative:** No report.

**Historical Society Representative:** Ms. Singer reported that the last walking tour is October 10.

**Other Business:**

**Approval of Budget and Appropriation Ordinance 2021-2022/1:** Ms. Dobbs made a motion, seconded by Ms. Palic to approve the Budget and Appropriation Ordinance adopting the combined annual budget and appropriation of funds for Cook Memorial Public Library District, Lake County, Illinois, for the fiscal year beginning on the 1<sup>st</sup> day of July, 2021 and ending on the 30<sup>th</sup> day of June, 2022. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Valenziano, and Ms. Palic. Nays; none. Mr. Johnson was absent. Motion carries.

**Approval of Resolution 2021-2022/5:** Mr. Archer explained that earlier in the year, Governor Pritzker signed the SAFE-T (Safety, Accountability, Fairness and Equity-Today) Act, Public Act 101-0652 into law. Among other things, the SAFE-T Act amended the Public Officer Prohibited Activities Act to allow a unit of local government to appoint an Auditing Official for whistleblower claims. He further explained that the Auditing Official is an elected, appointed, or hired individual in a unit of local government whose duties are similar to, but not limited to,

receiving, registering, and investigating complaints and information concerning misconduct, inefficiency, and waste within the unit of local government.

He then directed Trustees to the memorandum from the Library's attorney explaining the SAFE-T Act, the letter from the Lake County State's Attorney Eric Rinehart, text from the portion of the SAFE-T Act concerning the Auditing Official position, the revised Personnel Policy drafted by legal counsel to add language to the Whistleblower Protection section to be in compliance with the SAFE-T Act presuming that the Director is named as the Auditing Official, and Resolution 2021-2022/5 which adopts the revised Personnel Policy and appoints the Library Director as Auditing Official for Whistleblower claims.

Ms. Dobbs then made a motion, seconded by Ms. Vieth to approve Resolution 2021-2022/5 adopting the revised Personnel Policy. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Valenziano, and Ms. Palic. Nays; none. Mr. Johnson was absent. Motion carries.

**Motion to Adjourn to Closed Session:** The Board deferred this closed session to the October meeting.

**Communications:** None.

**Public questions:** None.

**Adjournment:** Ms. Dobbs made a motion, seconded by Ms. Valenziano to adjourn the meeting. Having no further business, the meeting was adjourned at 7:11 p.m. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Valenziano, and Ms. Palic. Nays; none. Mr. Johnson was absent. Motion carries.

Respectfully submitted,

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Karen Singer, Secretary

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Wendy Vieth, President