

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

November 16, 2021

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, November 16, 2021 at the Cook Park Library, 413 N. Milwaukee Ave. Libertyville, Illinois. The meeting was called to order by President Wendy Vieth at 6:35 p.m. Trustees present at roll call in addition to Ms. Vieth were: Jim Larson, Phyllis Dobbs, Karen Singer, ~~and~~ Kristen Palic **and Deb Ader** (changes made at 12/21/21 board meeting during approval). Nate Johnson was absent.

Staff members present were Library Director Dave Archer, Business Manager Russ Cerqua, and Executive Assistant Gabriella Pantle.

Public Comment: None.

Approval of Minutes: Ms. Dobbs made a motion, seconded by Ms. Ader to approve the minutes of the regular meeting of October 19, 2021. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, and Ms. Ader. Nays; none. Mr. Johnson was absent. Motion carries.

Ms. Vieth announced that she would like to move agenda item #6 to approximately 7:15 p.m. when Mr. Pohrte from Product Architecture + Design and Mr. Featherstone from Featherstone Construction would be able to join the meeting.

Approval of the Bills: Ms. Dobbs made a motion, seconded by Ms. Singer to approve the Bills Paid Report for the period of October 16, 2021 through November 12, 2021 in the amount of \$674,143.58. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, and Ms. Ader. Nays; none. Mr. Johnson was absent. Motion carries.

Mr. Johnson joined the meeting at 6:38 p.m.

Report of the Director: Mr. Archer reported that app users are increasing and that the new drive-up window at the Aspen Drive Library is getting increased use as patrons are learning that it is there. He also reported that eLibrary numbers continue to increase, noting that they most likely will eclipse traditional audiovisual which continues to decline due to the popularity of streaming.

He then provided a COVID vaccine update reporting that on November 4, the Federal Occupational Safety and Health Administration (OSHA) released an Emergency Temporary Standard (ETS) requiring that private employers with 100 or more employees mandate that all employees be vaccinated against COVID or undergo weekly testing effective January 4, 2022.

He explained that while Illinois local government employers are not subject to OSHA's ETS, they may be subject to Illinois OSHA requirements. Illinois OSHA is aware of the federal ETS standard and are working to develop direction for local government employers by early December. Further information and direction will be forthcoming from the Library's attorney once this guidance from Illinois OSHA is issued. He reminded the board that 97.4% of library staff are fully vaccinated.

He also provided a LINKin update announcing that the Aurora Public Library has joined the LINKin lending consortium giving our patrons quicker and easier access to even more materials. Additionally, a new LINKin catalog interface will be coming by the end of the year which will resemble the same look as CMPLD's catalog. LINKin allows patrons to independently request titles not owned by or unavailable at their home library. The LINKin group catalog makes it possible to share many titles with all of our users for free and most items will be available for pickup at their home library within one week. The catalog includes audiobooks, books, Blue-rays, CDs, and DVDs and new titles are added every day.

Lastly he announced that the One Book, One Community partnership with CMPLD, Indian Trails Public Library and Vernon Area Public Library is now in its sixth year of bringing a community read to our residents. The read for this year is Laurie Frankel's best-selling novel, *This is How It Always Is*. He announced that free copies will be given out at the kick-off event on Sunday, December 12 from 1-3pm at both Aspen Drive and Cook Park.

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

Report of the President: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices

Committee Recommendation to Accept the FY2020-2021 Audit: Ms. Dobbs discussed the audit process noting that this is the Library's first year with Lauterbach & Amen, also noting that the experience from the library side was very good. She reported that the Library received a clean opinion and then proceeded to take the trustees through some of the highlights of the audit. After some discussion, she stated that it was a committee recommendation to accept the audit. She then made a motion, seconded by Mr. Larson to accept the FY2020-2021 Annual Financial Audit and required communication letters as presented. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Motion carries.

Committee Recommendation to Approve Levy Ordinance 2021-2022/2: Ms. Dobbs provided a background of last year's levy and explained some things that need to be addressed for this year's levy.

Mr. Cerqua reported that the Consumer Price Index in 2020 was 1.4%. Based upon the District's estimated equalized assessed valuation and new construction numbers received from the Lake Country Clerk, the projected extension limit (including an estimate for new construction) for 2021 is \$9,659,150. This would be an approximate increase of 1.9% over the final Annual Levy for 2020 of \$9,478,235 after abatement (\$9,644,000 before abatement). At their meeting on November 2, 2021, the Finance and Employee Practices Committee discussed increases ranging from 1.0% to 1.5%.

Ms. Dobbs then made a motion, seconded by Ms. Ader to approve Ordinance 2021-2022/2 for the Annual Levy in the amount of \$9,620,000 which represents a 1.5% increase over the prior year's extended levy amount of \$9,478,235. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Motion carries.

At 7:18 p.m., Tom Featherstone and Mel Cowen of Featherstone Construction and Dan Pohrte of Product Architecture + Design joined the meeting via Zoom.

Report of the Building and Grounds Committee: Mr. Archer explained that the Building and Grounds Committee met on August 12, 2021 and October 26, 2021 to review and prioritize potential capital projects at both locations. The committee identified two projects – Cook Park window replacement and Aspen Drive paver replacement – for the full board to consider and directed administrative staff to consult with the Library's architect and construction management firm for design options and a cost analysis.

Mr. Archer announced that Dan Pohrte and Tom Featherstone have joined the meeting to provide an overview of the two projects. He explained that if Trustees wish to proceed to the design stage of the projects, the provided resolution authorizes Product Architecture + Design to prepare project drawings and engineering documentation. He further explained that having the drawings and engineering documentation completed at this time puts the Board in the best position to authorize Featherstone to proceed to the bidding portion of the projects when the construction market has stabilized. Once bids are received and reviewed, the Board would then determine if the projects should proceed to the construction phase. He noted that approval of the resolution tonight does not commit the Board to proceed with the bidding or construction of the projects until they specifically authorize it.

Overview of Prioritized Capital Improvement Projects as Recommended by the Building and Grounds Committee: Mr. Pohrte began with the Cook Park window replacement project reporting that the existing window frames were installed as part of the 1982 Cook Park Library expansion but are now corroding and need to be replaced. He noted that he and Tom Featherstone visited Cook Library on October 1 for an assessment. He showed pictures of the eroding frames and a diagram of the library with the window locations marked while explaining what needs to be done. After the assessment, he met with the Building and Grounds Committee on October 26 to review the project. At that time, a detailed budget was not yet available but Featherstone has since completed a detailed budget of the projects which is included in the board packets tonight.

Mr. Featherstone then went through the summary of estimates explaining that the costs are not just for the windows but for other trades that will need to be involved. He proceeded to go over each line item for the project followed by a preliminary project schedule. He stated that he would advise getting the approval tonight for Product Architecture to start designs so they can get it ready to bid and permit. He noted that the budget numbers can be re-evaluated after the holidays to see where the market is. He then took the Board through the bid and permit process.

Mr. Pohrte took over to discuss the replacement of the brick pavers and the proposed drop-off lane at the Aspen Drive Library and explained what the project includes. He noted that the bricks are shifting and lifting, creating a trip hazard and is recommending that they be removed and replaced with concrete. He also noted that the dedicated pick-up and drop-off lane is being included as an alternate to this project to address safety issues. Mr. Pohrte then explained that the first portion of the estimate includes getting rid of the pavers and replacing with concrete, replacing the bollards, renovating the landscape and replacing the benches. The second portion of the estimate is to create a 2-car drop off area. Mr. Featherstone then went over the cost estimates for these projects by line item.

Mr. Featherstone, Mr. Cowen and Mr. Pohrte left the meeting at 7:57 p.m.

A long discussion ensued on the priority of these projects, the costs and whether the Library should proceed with the design phase. Mr. Larson then made a motion, seconded by Ms. Palic to approve Resolution 2021-2022/14 authorizing Product Architecture + Design to prepare drawings and engineering documentation for the Cook Park window replacement project and the Aspen Drive paver replacement project. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Motion carries.

Finance and Employee Practices Committee - Overview of Library Benefits Survey and Approval of Resolution 2021-2022/13, Adopting the Revised Personnel Policy: Mr. Archer explained that at the September 14 and November 2, 2021 Finance and Employee Practices Committee meeting, committee members reviewed the benefits survey, included in the board packet, that covers 87 Chicago-area libraries. He explained further that on an annual basis, CMPLD participates in this benefits survey, which is commissioned by the Library Administrators Conference of Northern Illinois (LACONI) and administered by the consulting firm, HR Source. For purposes of comparing peer libraries, the top 55 libraries are featured on the included spreadsheets, all of which have annual budgets over \$3 million and are sorted by annual budget from largest to smallest.

Ms. Dobbs reported that at the September 14 and November 2 committee meetings, the committee discussed improvements to the employee benefits. The changes that the committee is proposing are:

1. To increase the number of annual personal days for full-time staff from two to four and begin providing two annual personal days for part-time staff working more than 20 hours a week.
2. To provide up to five days of paid leave in any 12 month rolling period for a pregnancy loss by an employee, spouse or surrogate parent.

3. To add eight weeks of paid parental leave following the birth of an employee's child or the placement of a minor child with an employee in connection with an adoption.
4. To increase the Library's share of family health insurance premiums from 50% to 60%.

Ms. Dobbs then took the Board through the Personnel Policy and the revisions made to reflect the recommendations made by the Committee for benefit improvements. After a long discussion, Ms. Dobbs made a motion, seconded by Ms. Ader to approve Resolution 2021-2022/13 Adopting the Revised Personnel Policy. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Motion carries.

Policy Review: No report.

Building and Grounds: No additional report.

Development: No report.

Technology: Mr. Johnson reported that the committee discussed plans to replace laptops ~~and also regarding~~ the **purchase of a laser cutter, and** being in compliance with CIPA in order to get eRate funding. (changes made at 12/21/21 board meeting during approval)

Resources, Services and Long Range Planning: Ms. Vieth reported that she would like to schedule a meeting in January.

Village of Libertyville Parking Commission Representative: No report.

Friends' Representative: Ms. Dobbs reported that the Friends had a meeting on October 31 and confirmed that there will definitely not be a book sale this year but are thinking of possibly holding one in April, 2022. She also reported that they did well with sales at the Farmer's Market.

RAILS Representative: No report.

Historical Society Representative: Ms. Singer reported that the tree lighting ceremony will take place the Friday after Thanksgiving.

Adjourn to Closed Session: At 8:55 p.m., Ms. Singer made a motion, seconded by Mr. Johnson to adjourn to closed session as permitted by (5 ILCS 120/2c-1) to discuss the performance of a specific employee. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Motion carries.

Regular Meeting Resumes: The regular meeting resumed at 9:04 p.m.

Ms. Dobbs made a motion, seconded by Ms. Ader to approve the Finance Committee's unanimous recommendation to increase the Director's salary by 5.0% retroactive to July 1, 2021 based on a performance evaluation that consistently achieves or exceeds expectations. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Motion carries.

Other Business: None.

Communications: Mr. Archer discussed feedback from patrons regarding more in-person programs. He indicated to the Board that he's meeting with the management team to discuss increasing the number of in-person programs over the next couple of months to provide a combination of virtual and in-person programming for all ages. Trustees indicated support for this model.

Public questions: None.

Adjournment: Ms. Ader made a motion, seconded by Ms. Dobbs to adjourn the meeting. Having no further business, the meeting was adjourned at 9:14 p.m. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Motion carries.

Respectfully submitted,

Karen Singer, Secretary

Wendy Vieth, President