

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

December 21, 2021

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, December 21, 2021 at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois. In Wendy Vieth's absence, the meeting was called to order by Vice-President Jim Larson at 6:32 p.m. Trustees present at roll call in addition to Mr. Larson were: Karen Singer, Kristen Palic, Nate Johnson, and Deb Ader. Wendy Vieth and Phyllis Dobbs were absent.

Staff members present were Library Director Dave Archer, Assistant Library Director Lauren Cerniglia, Finance Director Russ Cerqua, Facilities Project Coordinator Ken Arnsward, and Executive Assistant Gabriella Pantle. Also present was Tom Featherstone of Featherstone Project + Construction Management.

Ms. Vieth joined the meeting at 6:33 p.m. during the Pledge of Allegiance.

Public Comment: None.

Ms. Vieth announced that she would like to move Agenda item 10b to before Agenda item 5.

Other Business: Approval of Resolution 2021-2022/16: As a background, Mr. Archer noted that at the November 16, 2021 board meeting, trustees authorized Product Architecture to proceed with preparing detailed drawings and engineering documentation for the Cook Park window replacement project and the Aspen Drive Library paver replacement project. He further noted that having the drawings and engineering documentation completed at this time puts the Board in the best position to authorize the Library's construction management firm, Featherstone Inc., to proceed to the bidding portion of the project.

Mr. Featherstone then reported that Product Architecture + Design will have the completed drawings and engineering documentation by January 7 at which point Featherstone will provide an updated cost analysis. He updated the board on construction market conditions and took them through the line items on the preliminary project schedule followed by his recommendation for the board to proceed with preconstruction services in the amount of \$20,000. Preconstruction services include: preparing a design development estimate; finalizing construction documents; preparing bid packages; submitting permitting; conducting bidding; reviewing bids; and presenting bid recommendations to the Library Board.

Mr. Featherstone left the meeting at 6:50 p.m.

After discussion of the projects, the trustees agreed to add the drop off lane project to the list of projects in Paragraph 1 and Section 1 of Resolution 2021-2022/16. Mr. Johnson then made a motion, seconded by Ms. Palic to approve Resolution 2021-2022/16 as amended authorizing Featherstone to proceed with preconstruction services for the window and paver replacement

projects and the drop-off lane project. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Singer, Mr. Johnson, Ms. Palic and Ms. Ader. Nays; none. Ms. Dobbs was absent. Motion carries.

Approval of Minutes: Ms. Vieth made a motion, seconded by Ms. Singer to approve the minutes of the regular meeting of November 16, 2021 as amended. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Ms. Dobbs was absent. Motion carries.

Ms. Vieth made a motion, seconded by Ms. Ader to approve the closed session minutes of November 16, 2021. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Ms. Dobbs was absent. Motion carries.

Approval of the Bills: In Ms. Dobbs' absence, Mr. Johnson made a motion, seconded by Ms. Ader to approve the Bills Paid Report for the period of November 13, 2021 through December 17, 2021 in the amount of \$1,576,997.50. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Ms. Dobbs was absent. Motion carries.

Report of the Director: Mr. Archer reported that while visitor counts remain down the drive-up numbers are up. He announced that the Library had been closed on Friday, December 3 for staff training via Zoom and explained what the training included.

He also reported that as part of the 2022 Illinois Public Library Per Capita and Equalization Aid Grant, libraries are to continue reviewing a checklist to determine progress toward meeting 200+ standards set by the state. The Library meets the vast majority of standards with the exception of a few, which were detailed in March, 2021. CMPLD receives approximately \$75,000 in grant funds, which is a budgeted revenue item. He then updated the trustees on the standards that are not fully met yet and what the status is for each.

Mr. Archer then provided a COVID vaccine update by announcing that on November 4, 2021, 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 of their employees be vaccinated against COVID or undergo weekly testing effective January 4, 2022. He reported that a federal court stay has suspended enforcement of ETS, which puts the mandate in limbo pending outcome of the litigation and that there is no clear timetable for when the court will rule.

He noted that while Illinois local government employers are not subject to OSHA's ETS, they may be subject to Illinois OSHA requirements. Library legal counsel believes that Illinois OSHA will hold off on any direction for local government employers in Illinois until the federal courts rule on the ETS. He announced that in the meantime, a policy is being drafted for the board to consider at a future meeting should a vaccine/testing mandate be instituted by Illinois OSHA. He reminded the Board that the Library has over 100 employees, 97.4% of whom are fully vaccinated based on the current definition set by the CDC.

He also reported that Public Act 102-0265 requires Illinois taxing districts with an aggregate property tax levy of more than \$5 million to make a good-faith effort to collect and publish data from all vendors and subcontractors doing business with the taxing district on whether the vendors are minority-owned, women-owned, or veteran-owned businesses. Effective January, 2022, the Library will use attorney-approved procedures to be in compliance with the law.

Lastly, he noted that a question was raised at last month's board meeting regarding what types of items the Library purchases from Amazon. For the current fiscal year, the Library is averaging \$2,500 per month on purchases from Amazon. He further noted that for the first five months of the current fiscal year, an average of \$1,000 a month was purchased from Amazon on physical materials such as books and media. In comparison, an average of nearly \$56,000 a month was spent with our primary vendors, Baker and Taylor and Midwest Tape. He stated that Amazon is used to secure titles when our primary vendors are out of stock or do not carry an item. He also reported that the majority of Amazon purchases – an average of \$1,500 – was spent on items such as supplies and children's programming materials. Purchases from Amazon represent a small portion of non-personnel Library expenditures. While the Library's purchasing associate uses a variety of vendors – including area businesses – when a purchase request is made, Amazon provides some advantages as they typically have a very large inventory at a lower cost. They also offer quick turnaround with free shipping and all purchases automatically reflect the Library's sales tax-exempt status.

He ended his report with a few odds and ends including the dates the Library will be closed for the Christmas and New Years holidays, a programming update and the date of ILA's annual Presidents' Day Legislative meet-up which will be held virtually again this year.

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

Report of the President: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: No report.

Policy Review: No report.

Building and Grounds: No report.

Development: No report.

Technology: No report.

Resources, Services and Long Range Planning: Ms. Vieth announced that the committee has a meeting scheduled on Tuesday, January 11 at 6:30.

Village of Libertyville Parking Commission Representative: No report.

Friends' Representative: No report.

RAILS Representative: No report.

Historical Society Representative: Ms. Singer reported that Cook House tours have been very well attended.

Other Business: Ms. Vieth made a motion, seconded by Mr. Larson to approve Resolution 2021-2022/15 as amended authorizing the destruction of audio recordings of closed sessions of the Cook Memorial Public Library District Board of Library Trustees minus the 2020 and 2021 dates listed on the resolution. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Ms. Dobbs was absent. Motion carries.

Communications: None.

Public questions: None.

Adjournment: Ms. Ader made a motion, seconded by Ms. Singer to adjourn the meeting. Having no further business, the meeting was adjourned at 7:23 p.m. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Ms. Dobbs was absent. Motion carries.

Respectfully submitted,

Karen Singer, Secretary

Wendy Vieth, President