

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

February 15, 2022

**Call to order:** The regular meeting of the Cook Memorial Public Library District was held on Tuesday, February 15, 2022 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, Karen Singer, Kristen Palic, Nate Johnson, and Deb Ader. Phyllis Dobbs was absent.

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

There being a quorum at the meeting, Ms. Vieth made a motion, seconded by Mr. Johnson, to allow Trustee Phyllis Dobbs to participate in the meeting via Zoom in accordance with the Library's Electronic Participation in Board Meetings Policy due to personal illness. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Motion carries.

**Public Comment:** None.

**Approval of Minutes:** Ms. Vieth made a motion, seconded by Ms. Ader to approve the minutes of the regular meeting of January 18, 2022. 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.

**Approval of the Bills:** Ms. Dobbs made a motion, seconded by Mr. Larson to approve the Bills Paid Report for the period of January 15, 2022 through February 11, 2022 in the amount of \$678,344.12. 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 Director:** Mr. Archer provided a brief report of the statistics including an increase in usage of the drive-up window at Aspen showing that the promotion being done is working.

He reported that last week, the Illinois State Library released 2020 population figures for library districts throughout the state and that CMPLD grew 2.43% since the last census with a population of 61,297. He noted that more detailed demographic data will be forthcoming.

He also reported that work continues on the paver and window replacement projects at Cook Park and Aspen Drive noting that the mandatory pre-bid meeting for contractors was held this morning at Cook Park and that the bidding period will run from Feb 15 through Feb 28. Sealed bids will be opened at 12 p.m. on Monday, February 28. Featherstone will present the bid results and recommendations to trustees in March.

He then announced that Trustees and library staff members with a certain level of spending authority will receive an email from the Lake County Clerk's office with a link to the updated Statement of Economic Interest (SEI) form. According to (5 ILCS 420/4), these individuals are required to file a SEI with the Office of the County Clerk by May 1 of each year. He noted that with the passage of the Illinois Governmental Ethics Act (5 ILCS 420/4A-102), a more detailed SEI form is now required to be filed. He asked that trustees please direct any questions they may have about the new form to him and he will contact the library attorney for guidance.

He also announced that the Public Library Association's (PLA) biennial conference will hold its first in-person national library conference in nearly two years on March 23-26 in Portland, OR. He noted that the FY22 budget includes funds for this conference allowing one manager to attend in person while several others will participate virtually. Attendees will learn innovative ideas, strategies, and techniques to help serve patrons better which they will present at the all-staff training session on May 13.

In his Library Services Update, Mr. Archer reported that on February 9, Governor Pritzker announced the end of the statewide indoor mask mandate effective Monday, February 28, 2022 but that the state intends to continue masking requirements in places such as daycare facilities and K-12 schools.

He stated that throughout the pandemic, the Library has consistently followed the guidance of local, state and federal public health officials by implementing a variety of layered mitigation strategies to help reduce the spread of COVID to staff and patrons. He noted that in keeping with the practice of following this guidance, it is his recommendation that, effective February 28, the Library align with the State by encouraging – but not requiring – the wearing of masks in all or most public areas of the library in accordance with current CDC and IDPH guidance. It is also his recommendation to make masking optional for staff in accordance with public health guidance.

He also stated that the issue is potentially a bit more complicated for the children's areas. He noted that senior managers will meet to discuss further, but potential options for these areas include:

1. Masks required in all children's areas (continuation of current practice).
2. Masks optional in all children's areas.
3. Masks 'requested' in all children's areas.
4. Masks optional in all children's areas except during designated after-school areas.

He announced that the majority of adult programming will be held in-person for the upcoming spring session, beginning in March, with hybrid and virtual-only programs also available. Children's programming will also be pivoting to more in-person programming, but virtual, independent and take home activities will continue, especially for kids five and under. Again senior managers will meet to discuss further, but potential options for children programming includes:

1. Masks required for all children's programs (continuation of current practice).

2. Masks optional for all children's programs.
3. Masks required for programs targeted to kids 5 and under.

**Approve Report of the Director:** Ms. Dobbs 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. 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:** Ms. Dobbs reported that on February 3 the Finance Committee met to discuss, among other things, how to allocate the surplus funds and also revisions to the Investment Policy.

**Approval of Resolution 2021-2022/17:** Mr. Archer reported that at the February 3 Finance meeting, the committee reviewed the FY22 operating budget through January 31, 2022 and determined that the budget could accommodate an advance on the Cost of Living Salary Adjustment (COLA) that would typically be administered on July 1, 2022. He noted that the Board had previously approved the FY2022 budget last August that included a 2.6% advance on the amount that would typically be administered on July 1, 2022. For tonight's meeting, Finance Committee members are making a unanimous recommendation to provide a 2% COLA increase retroactive to the start of the first pay period in January 2022 for eligible employees, detailed in Resolution 2021-2022/17. He then provided a chart showing the history of COLA and merit increases.

After some discussion, Ms. Dobbs made a motion, seconded by Ms. Vieth to approve Resolution 2021-2022/17 authorizing a 2% cost of living increase retroactive to January 9, 2022 for eligible employees. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, ~~Mr.~~ Ms. Palic, Mr. Johnson, and Ms. Ader. Nays; none. Motion carries.

**Approval of Resolution 2021-2022/18:** Mr. Archer also reported that at the February 3 Finance meeting, the committee agreed to make a unanimous recommendation to the full board to approve the following items, detailed in Resolution 2021-2022/18.

1. Transferring \$843,000 from the General Fund to the Special Reserve Fund.
2. Allocating an additional \$50,000 in the General Fund to the reserve for the Outreach Vehicle Replacement. This amount is in addition to \$25,000 that has been budgeted in each of FY21 and FY22.
3. Allocating an additional \$25,000 in the General Fund to the reserve for Computer Replacements. This amount is in addition to \$85,000 that has been budgeted in each of FY21 and FY22.

After some discussion, Ms. Dobbs made a motion, seconded by Ms. Ader to approve Resolution 2021-2022/18 authorizing the transfer of \$843,000 from the General Fund to the Special Reserve Fund and a \$75,000 addition to reserves for the replacement of computers and Outreach vehicle.

Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, ~~Mr.~~ Ms. Palic, Mr. Johnson, and Ms. Ader. Nays; none. Motion carries.

**Policy Review:** Ms. Ader reported that the committee has a meeting scheduled on March 22 at Cook Park Library.

**Building and Grounds:** No report.

**Development:** No report.

**Technology:** No report.

**Resources, Services and Long Range Planning:** Ms. Vieth reported on the results of the consultant interviews and the discussion the committee held at their meeting just prior to the board meeting tonight. At that meeting, the committee agreed to make a recommendation to the full board to accept the proposal from SKA Associates. Ms. Vieth then made a motion, seconded by Mr. Johnson to hire SKA Associates to facilitate CMPLDs Strategic Plan. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, ~~Mr.~~ Ms. Palic, Mr. Johnson, and Ms. Ader. Nays; none. Motion carries.

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

**Friends' Representative:** No report.

**RAILS Representative:** No report.

**Historical Society Representative:** Ms. Singer reported that the Historical Society is very close to launching their new website.

**Other Business:** Mr. Johnson reported that he was talking to some patrons about a new cooking technique called Sous Vide but that the appliance is very expensive. He suggested that maybe the Library could explore buying one or two at each location to check out to patrons. Mr. Archer will do some background information and get back to the board.

**Communications:** Ms. Ader noted how much the Library's social media presence as stepped up recently and that the Communications Coordinator is doing a great job!

**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 7:27 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,

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Karen Singer, Secretary

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Wendy Vieth, President