

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

March 15, 2022

**Call to order:** The regular meeting of the Cook Memorial Public Library District was held on Tuesday, March 15, 2022 at the Cook Park Library, 413 N. Milwaukee Ave., Libertyville, Illinois. In Ms. Vieth's absence, the meeting was called to order by Vice-President Jim Larson at 6:31 p.m. Trustees present at roll call in addition to Mr. Larson were: Phyllis Dobbs, Karen Singer, Kristen Palic, and Deb Ader. Wendy Vieth and Nate Johnson were absent.

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

**Public Comment:** None.

**Approval of Minutes:** Ms. Singer made a motion, seconded by Ms. Dobbs to approve the minutes of the regular meeting of February 15, 2022. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, and Ms. Ader. Nays; none. Ms. Vieth and Mr. Johnson were absent. Motion carries.

Ms. Larson switched agenda item #6 with item #7 to allow time for Ms. Vieth, who was running late, to arrive.

**Approval of the Bills:** Ms. Dobbs made a motion, seconded by Ms. Ader to approve the Bills Paid Report for the period of February 12, 2022 through March 11, 2022 in the amount of \$657,078.85.

Ms. Vieth joined the meeting at 6:36 p.m. and Mr. Johnson joined the meeting at 6:38 p.m. during Ms. Dobbs' report of the bills.

Roll call for approval of the Bills Paid Report was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Motion carries.

Mr. Featherstone joined the meeting at 6:44 p.m.

**Approval of Resolution 2021-2022/20: Accepting Bids and Awarding Contracts for the Window and Paver Replacement Projects:** Mr. Archer explained that at the December 21, 2021 board meeting, Trustees authorized Featherstone Inc. to provide preconstruction services for the Cook Park Library window replacement project and the Aspen Drive Library paver replacement project. Preconstruction services included preparing bid packages, conducting the bidding process and reviewing bids.

He further explained that the Library publicly advertised for sealed bids for the project from February 10-28, 2022 pursuant to the Public Library District Act of 1991 (75 ILCS 16/40-45)

and bids were opened on February 28 which were subsequently reviewed by Featherstone. Bids totaled \$585,346 for the entire project, which is \$37,476 over the revised estimate but he explained that this amount includes two new alternates that were not anticipated in the original estimate including \$33,166 for the replacement of skylights and \$49,989 for adding an electrical vehicle charging station. He noted that even with these additional alternates, the total project budget (including architectural fees, construction management, general conditions and contingencies) is only 2% over the original estimate.

He further noted that in addition to the total contractor bid amounts of \$585,346, costs for engineering, architectural services, construction management and contingencies are \$305,654, of which \$81,960 has been spent as authorized by previous board action, resulting in a total project budget of \$891,000. He announced that Tom Featherstone has joined tonight's meeting to present the bid submissions and answer any questions the Trustees may have.

Mr. Featherstone began by explaining the alternates for each project which include three for Cook Park and four for Aspen Drive and also showed diagrams of what each of the alternates will look like. Before going over the bid tabulation sheet, he explained that the bids were divided into nine contracts noting that the green highlighted contractors are the lowest qualified bidders and are recommended for approval. Mr. Featherstone continued by going over the budget bid analysis noting that the overall budget hasn't changed from when they first presented it explaining that if the Board accepts all the alternates and some of the pending costs, the projects will only be over budget slightly by \$18K. Lastly, he presented the Pre-bid Schedule Criteria before leaving the meeting so that the board could discuss the seven alternates and the nine contracts.

After a lengthy discussion of the alternates, trustees conducted an informal yes or no poll to determine which of the alternates they would like to proceed with. The results are as follows:

Alt. #1) Electrical floor boxes at Cook Park: All trustees said yes.

Alt. #2) Landscaping at Aspen Drive: All trustees said yes.

Alt. #3) Light bollards at Aspen Drive: Mr. Larson and Ms. Dobbs said no. The remaining 5 trustees said yes.

Alt. #4) EV charging station at Aspen Drive: Ms. Vieth, Mr. Larson and Ms. Palic said no. The remaining 4 trustees said yes.

Alt. #5) Drop-off lane at Aspen Drive: Ms. Palic said yes. The remaining 6 trustees said no.

Alt. #6) Skylights at Cook Park: All trustees said yes.

Alt. #7) Replace ceiling tile at Cook Park: All trustees said yes.

Following the poll and further discussion, the Trustees decided to eliminate Alternate #5, the dedicated drop-off lane at Aspen Drive in the amount of \$107,655 but to proceed with all the other alternates. As a result of this elimination, trustees deferred contracts 6-9 to the April board meeting so adjustments could be made for the removal of the dedicated drop-off lane but unanimously approved contracts 1-5 as shown in the Letter of Bid Award Recommendation dated March 9, 2022.

Ms. Dobbs then made a motion, seconded by Ms. Singer to accept contracts 1-5 for the window and paver replacement projects in the amount of \$423,506 as referenced by Letter of Bid Award Recommendation dated March 9, 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.

**Report of the Director:** Mr. Archer first provided a COVID service update by reporting that in addition to the lifting of the mask mandate by the State of Illinois, the CDC recently updated its guidance on COVID community transmission levels and recommended mitigations. He noted that fortunately, in the Chicago area, the COVID Community Level is designated as low. At this level, the CDC recommends staying up to date with COVID-19 vaccines and getting tested if exhibiting symptoms. He further noted that with this updated CDC guidance, the Library's mask guidelines were updated accordingly effective February 28, 2022. He then proceeded to explain what the guidelines are now for patrons and staff and the factors that help shaped the decision-making regarding masking.

Mr. Archer reported that over the past few years, a handful of Chicago-area libraries have encountered people taking photographs or videos of employees, members of the public, and library buildings and grounds. He explained that the purpose of these "First Amendment Audits," as they are commonly referred to, is to identify government policies and practices that allegedly infringe on an individual's constitutionally protected right to take photographs and videos in public places. He explained further that while it may appear unusual to see someone taking photographs or videos inside a library building, the act of doing so is included within the First Amendment's guarantee of speech and press rights. Because photographs and audiovisual recordings are a means of disseminating ideas and information, courts have held that they are similar to speech. Therefore, when the government (i.e. a public library) restricts someone from taking photographs or videos it is potentially interfering with an individual's First Amendment rights.

He noted that these audits have been discussed with staff and then explained what provisions are included in Article X of the Use of the Library Policy to address these audits.

Lastly he reported that Library staff has been working on a proposal to expand the Library's collection of items for checkout that expands the boundaries of traditionally defined library materials such as Go-Pro cameras, Rokus and mobile hotspots. He explained that factors such as identifying storage space to house these items is one of a number of factors that still need to be ironed out.

**Approve Report of the Director:** Ms. Ader 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, 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 explained the revisions being proposed to the Investment Policy and why they are being made. She then made a motion to approve Resolution 2021-2022/19 approving the revised Investment 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:** 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 that the Strategic Plan is moving along.

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

**Friends' Representative:** Ms. Dobbs reported that the Friends are having a meeting on Saturday and that they are still talking about having a book sale in the library in the near future.

**RAILS Representative:** No report.

**Historical Society Representative:** No report.

**Other Business:** Ms. Ader made a motion, seconded by Ms. Singer to approve Resolution 2021-2022/21 approving the revised Use of the Library 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.

**Communications:** None.

**Public questions:** None.

**Closed Session as Permitted by (5 ILCS 120/2c-1):** It was determined by trustees that a closed session wasn't necessary.

**Adjournment:** Ms. Dobbs made a motion, seconded by Ms. Ader to adjourn the meeting. Having no further business, the meeting was adjourned at 8:29 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