

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

April 19, 2022

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, April 19, 2022 at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois. President Wendy Vieth called the meeting to order at 6:30 p.m. Trustees present at roll call in addition to Ms. Vieth were: Jim Larson, Phyllis Dobbs, Karen Singer, Nate Johnson, Kristen Palic, and Deb Ader.

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

Public Comment: None.

Approval of Minutes: Ms. Ader made a motion, seconded by Mr. Larson to approve the minutes of the regular meeting of March 15, 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.

Building Project Discussion and Approval of Resolution 2021-2022/20: Mr. Archer first provided an update noting that at the March 15, 2022 board meeting, Trustees discussed the various alternates associated with the Window and Paver Replacement Projects. At that time, it was decided to eliminate the dedicated drop-off lane alternate in the amount of \$107,655 but to proceed with the other alternates presented. Trustees unanimously approved contracts 01-05 as shown in the Letter of Bid Award Recommendation in the amount of \$423,506. Approval of the remaining contracts was deferred to the April meeting so adjustments could be made for the removal of the dedicated drop-off lane.

He noted further that it was discovered after the meeting that the paver replacement component of the project was actually part of the drop-off lane alternate that had not been approved. Therefore, in order to proceed with the paver replacement project, a revised alternate which strips out the drop-off lane will need to be approved. The cost of the paver replacement project is \$47,545.60 which is reflected in the documentation provided by Featherstone. Approval of the resolution being presented tonight will authorize execution of revised contracts 07-09 in the amount of \$106,585 which includes reduced scope due to the elimination of the drop-off lane. He also confirmed that details of this update and the resolution were discussed with Library attorney Jim Ferolo who approved of the steps taken to change the scope of the project in accordance with bidding statutes.

Mr. Featherstone then joined the meeting via Zoom and showed a revised diagram without the drop-off lane at the Aspen Drive Library. He also went over the budget summary prepared by Mr. Cerqua, the updated Bid Tabulation Sheet, Budget Bid Analysis and Letter of Bid Recommendation prepared by Featherstone.

Ms. Singer then made a motion, seconded by Ms. Ader to approve Resolution 2021-2022/20 accepting bids and awarding contracts for the window and paver replacement projects. 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 Ms. Singer to approve the Bills Paid Report for the period of March 12, 2022 through April 15, 2022 in the amount of \$765,257.25. 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: After a brief report on the Library's statistics, Mr. Archer announced a number of library district-related bills recently passed by the Illinois General Assembly that are awaiting the Governor's signature.

He then discussed the all-staff training taking place next month and shared an article that appeared in the Daily Herald regarding the redevelopment plan that the Mundelein Village Board approved for the old Oak Creek Plaza site. Lastly, he shared March email and social media marketing stats as well as information regarding the upcoming Friends Book Sale on May 13-15.

Approve Report of the Director: Mr. Larson 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, 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: No report.

Policy Review: Ms. Ader reported that the committee had a meeting on March 12, 2022 and discussed a couple of policies that are being presented tonight for approval. Ms. Palic made a motion, seconded by Ms. Dobbs to approve Resolution 2021-2022/22 adopting the revised Confidentiality & Privacy 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.

Ms. Palic made another motion, seconded by Ms. Dobbs to approve Resolution 2021-2022/23 adopting the revised Wireless Internet Policy as amended. 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.

Building and Grounds: No report.

Development: No report.

Technology: No report.

Resources, Services and Long Range Planning: Mr. Archer reported on the Strategic Planning Update received from Sarah Keister Armstrong noting that the planning process has begun including collecting stakeholder feedback that will be used to inform the library's goals and strategies.

He reported that individual conversations with each of the members of the Board have been conducted as well as a survey of staff that garnered 110 responses. This month a questionnaire to leaders of various community organizations, including municipal/local government bodies, nonprofit organizations, and organizations connected to the local business community will be disseminated. Also the process of drafting a larger community survey has started and that it will go live on May 2 and be open until May 23.

Village of Libertyville Parking Commission Representative: No report.

Friends' Representative: Ms. Dobbs reported that the Friends are having their book sale on May 13-15 and discussed the logistics of the sale being in the basement at the Aspen Drive Library.

RAILS Representative: No report.

Historical Society Representative: Ms. Singer reported that the new website is up and running. The address is Libertyvillehistory.org.

OTHER BUSINESS

Post Issuance Tax Compliance Report: Mr. Cerqua explained that the District, as an issuer of governmental bonds, must comply with the federal tax requirements that apply from the date the bonds are issued until the date the bonds, or any refunding bonds, are no longer outstanding. Mr. Cerqua, as the Compliance Officer as set forth in the District's Bond Record Keeping Policy, submits the Post-Issuance Tax Compliance Report each year to report that he has reviewed the documents and records and that the District is in compliance. He noted that no action is required by the Board.

Resolution 2021-2022/24: Mr. Archer explained that this resolution is being presented tonight for a tentatively scheduled summer wine pairing program in July at the Aspen Drive Library where staff from Vigneto del Bino will offer wine pairing options and serve tasting-size portions of summer wines. Ms. Vieth then made a motion, seconded by Mr. Johnson to approve Resolution 2021-2022/24 approving the wine pairing program in accordance with the Library's Alcoholic Liquors Sales and/or Delivery 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.

Adjournment: Ms. Vieth made a motion, seconded by Ms. Ader to adjourn the meeting. Having no further business, the meeting was adjourned at 7:29 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,

Karen Singer, Secretary

Wendy Vieth, President