

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

May 17, 2022

**Call to order:** The regular meeting of the Cook Memorial Public Library District was held on Tuesday, May 17, 2022 at the Cook Park Library, 413 N. Milwaukee Ave., Libertyville, Illinois. President Wendy Vieth called the meeting to order at 6:31 p.m. Trustees present at roll call in addition to Ms. Vieth were: Jim Larson, Phyllis Dobbs, Karen Singer, Kristen Palic, and Deb Ader. Nate Johnson was absent.

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

**Public Comment:** None.

**Approval of Minutes:** Mr. Larson made a motion, seconded by Ms. Dobbs to approve the minutes of the regular meeting of April 19, 2022. 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.

**Approval of the Bills:** Ms. Dobbs made a motion, seconded by Ms. Singer to approve the Bills Paid Report for the period of April 16, 2022 through May 13, 2022 in the amount of \$624,289.68. 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.

**Report of the Director:** Mr. Archer noted that the Statistical Report is now back to comparing current statistics with one year ago instead of two. He then reported that the number of app users has increased with 579 distinct users which is up considerably from a year ago, and that checkouts for the entire eLIBRARY collection has increased as well, most notably for eAUDIOBOOKS.

Mr. Johnson joined the meeting at 6:39pm during Mr. Archer's Director's Report.

Mr. Archer briefly reported on the Library's EDI (Equity, Diversity & Inclusion) Team which is comprised of staff members from throughout the library who meet on a monthly basis. The Team ensures that the Library's collections and programming reflect the diversity of backgrounds, opinions, and experiences of district residents. They also identify training resources to help staff understand and serve our patrons and fellow employees better.

He then announced that a 60 watt Epilog Edge Laser Cutter was recently installed in the Workshop at the Aspen Drive Library. He explained that the laser cutter attaches to a ventilation system which was added as part of the 2019 construction and facility upgrade project. He also explained that select library staff will be learning how to operate the machine over the summer months with the intention of providing access to patrons shortly thereafter.

Lastly, he reported that as part of the all-staff training session that took place on Friday, May 13, Popular Services Manager Andrea Larson and Collection Development Manager Ellen Bassett presented an overview of the issues surrounding challenges to library materials and how the Library can be proactive in explaining the role of its collection. He directed the trustees to highlights of the session that were included in their board packets.

**Approve Report of the Director:** Ms. Dobbs 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:** No report.

**Policy Review:**

**Building and Grounds:** No report.

**Development:** No report.

**Technology:** No report.

**Resources, Services and Long Range Planning:** Mr. Archer explained that the Strategic Plan is now in the data gathering phase. He noted that the survey went live on May 12 and as of today at 2pm, 907 responses were received; 10 of which were non-library users. He also noted that the survey is open until Friday, May 27 at 9pm. The planning team which consists of seven staff members and two trustees will meet on May 31 to go over the survey. He announced that focus groups facilitated by Sarah Keister Armstrong will be the end of the data gathering phase and that he would provide an update at the June board meeting.

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

**Friends' Representative:** Ms. Dobbs reported that the Friends had their book sale over the weekend and that logistically it worked out great but that final sale numbers were not yet available.

**RAILS Representative:** No report.

**Historical Society Representative:** No report.

## **OTHER BUSINESS**

**Approval of Resolution 2021-2022/25:** Mr. Archer explained that the board of each public library is required by Illinois statute to decide annually whether the library will participate in the state's nonresident fee program. Nonresidents are defined as "a person who resides outside the taxing area of a public library" (75 ILCS 16/30-55.60). Nonresidents have the option to annually purchase a library card at the closest participating library for a fee at least equal to the cost paid by residents. He noted that the board has traditionally supported the nonresident fee program even though there are no unserved areas adjacent to the Library's taxing area in which Cook Park or Aspen Drive is the closest library. He also noted that approval of the resolution being presented tonight will affirm the Library's continued participation in the nonresident card program, detailed under Public Act 92-1066, setting the annual fee for the card, using the State Library mathematical formula method, at \$412 effective July 1, 2022 through June 30, 2023.

Mr. Larson then made a motion, seconded by Ms. Dobbs to approve Resolution 2021-2022/25 authorizing the Library's participation in the nonresident fee program. 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 Ordinance 2021-2022/3: Ms. Ader made a motion, seconded by Ms. Dobbs to approve Ordinance 2021-2022/3 setting forth a schedule of regular meetings of the Board of Library Trustees of the Cook Memorial Public Library District for the fiscal year commencing July 1, 2022 and ending June 30, 2023. 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 Resolution 2021-2022/26: Ms. Dobbs made a motion, seconded by Ms. Ader to approve Resolution 2021-2022/26 authorizing the Library Director and Business Manager to execute required paperwork with all designated, eligible depository institutions for the fiscal year July 1, 2022 through June 30, 2023. 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.

Secretary's Audit: Ms. Pantle explained the need for the Secretary's Audit and the procedure and asked if two trustees would like to volunteer. Ms. Vieth and Ms. Singer agreed to conduct the Secretary's Audit.

**Communications:** Mr. Archer reported that a patron had emailed the trustees regarding her concern about Bradford pear trees that are planted on Cook Park Library grounds stating that they are considered invasive, outpacing and choking off native plants. She wanted to bring this to the Board's attention and asked if consideration might be made to replace the trees as the Library's budget and time allows. Mr. Archer noted that an arborist will be visiting Cook Park tomorrow to confirm that the trees are actually Bradford Pear. He also noted that the Village of Vernon Hills' arborist has confirmed that he is aware of the issue and while not urgent, they will begin phasing them out. Ms. Dobbs asked if they could be replaced with trees that are indigenous to Illinois. Mr. Archer confirmed that he would look into that.

**Public questions:** None.

**Adjournment:** Ms. Palic made a motion, seconded by Ms. Ader to adjourn the meeting. Having no further business, the meeting was adjourned at 7:13 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