

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

June 21, 2022

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, June 21, 2022 at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois. With President Wendy Vieth absent, Vice-President Jim Larson called the meeting to order at 6:30 p.m. Trustees present at roll call in addition to Mr. Larson were: Phyllis Dobbs, Karen Singer, Nate Johnson, and Deb Ader. Kristen Palic was also absent.

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

Public Comment: None.

Approval of Minutes: Ms. Ader made a motion, seconded by Mr. Johnson to approve the minutes of the regular meeting of May 17, 2022. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, and Ms. Ader. Nays; none. Ms. Vieth and Ms. Palic were absent. Motion carries.

Paver and Window Replacement Projects Update

Approval of Change Orders in the Amount of \$13,300: Mr. Larson made a motion, seconded by Ms. Singer for the approval of change orders associated with the Cook Park Window Replacement Project in the amount of \$13,300. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, and Ms. Ader. Nays; none. Ms. Vieth and Ms. Palic were absent. Motion carries.

Approval of Credits in the Amount of \$4,219.08: Ms. Dobbs made a motion, seconded by Ms. Ader for the approval of credits associated with the Cook Park Window Replacement Project in the amount of \$4,219.08. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, and Ms. Ader. Nays; none. Ms. Vieth and Ms. Palic were absent. Motion carries.

Ms. Palic joined the meeting at 6:48 p.m.

Approval of Change Orders in the Amount of \$15,289.43 and Credits in the Amount of \$28,420: Ms. Ader made a motion, seconded by Ms. Singer for the approval of change orders in the amount of \$15,289.43 and credits in the amount of \$28,420 associated with the Aspen Drive Library Paver Project. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Ms. Vieth was absent. Motion carries.

Approval of the Bills: Ms. Dobbs made a motion, seconded by Ms. Ader to approve the Bills Paid Report for the period of May 14, 2022 through June 17, 2022 in the amount of \$919,866.00.

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

Report of the Director: Mr. Archer provided a brief report on library statistics noting that visitor counts haven't bounced back as well as the checkout numbers. He attributes this to the library providing more online programming, less families coming in and less children coming in after school.

Mr. Archer also provided a tree update by reporting that the Library's landscaping arborist identified four Bradford Pear trees at the Cook Park Library, one of which is in severe decline. The tree in decline will be replaced with an Accolade Elm, which is highly recommended by an arborist at the Morton Arboretum. He announced that the plan at this time is to follow the practice of the Vernon Hills Park District and replace the remaining trees over a period of time as budget and tree conditions warrant. Discussions with Park District staff provided helpful insight on the problems the Bradford Pear tree yields and the steps that can be taken to gradually remove them from Library property.

Mr. Archer then announced that a plaque was recently installed near the Aspen Drive Library's drive-up window, a picture of which was included in the board packet, thanking the Friends of the Library and a private donor for their generous contributions that covered \$25,000 of the project's \$35,000 cost.

Lastly, he reported that CMPLD belongs to the programming consortium Illinois Libraries Present which provides high-quality online author events for Illinois libraries of all sizes and budgets. Through collective buying power, the consortium provides access to national authors that would otherwise be cost-prohibitive for single libraries to hold on their own. He shared a few author events recently held announcing that Marlee Matlin will be coming in September to discuss her book *I'll Scream Later*.

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

Report of the President: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: Ms. Dobbs reported that the committee is planning on meeting in July to discuss the budget and in November to discuss the audit.

Policy Review: No report.

Building and Grounds: No report.

Development: No report.

Technology: Mr. Johnson had nothing to report but asked Administration if the committee should meet to discuss computer replacements. Ms. Pantle will poll the committee members for possible dates.

Resources, Services and Long Range Planning: Mr. Archer reported that the community survey results have been received noting that more than 1,600 people filled out the survey including 259 non-library users. He further noted that 85% of the comments were very positive but that some comments were influenced by Covid and that the Library is still being affected by that. He also noted that demographic responses were skewed with disproportionately more older, white respondents than other ages and races. He announced that five focus groups are scheduled to take place in July. One with non-users, one with parents of kids aged birth to 5 years, one with parents of kids aged 5-12, one with parents of middle schoolers, and one with high school students. He explained that the core team will meet in August to go over the focus group results which will be provided at the August board meeting.

Village of Libertyville Parking Commission Representative: No report.

Friends' Representative: Ms. Dobbs noted that she was unable to attend the Friends' June 10 meeting when they discussed the recent book sale and their presence at the Farmers Market. She did announce that the Friends are considering a book sale in October.

RAILS Representative: No report.

Historical Society Representative: No report.

OTHER BUSINESS: None.

Communications: None.

Public questions: None.

Adjournment: Ms. Ader made a motion, seconded by Ms. Dobbs to adjourn the meeting. Having no further business, the meeting was adjourned at 7:21 p.m. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Ms. Vieth was absent. Motion carries.

Respectfully submitted,

Karen Singer, Secretary

Wendy Vieth, President