

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

July 19, 2022

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, July 19, 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, Nate Johnson, Kristen Palic, and Deb Ader.

Staff members present were Library Director David Archer and Finance Director Russ Cerqua.

Public Comment: None.

Approval of Minutes: Mr. Larson made a motion, seconded by Ms. Singer to approve the minutes of the regular meeting of June 21, 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 Change Orders for Cook Park Window Replacement Project: Mr. Archer went over the change orders that were submitted by Featherstone and Product Architecture. He explained that Contract 2, Change Order 1 from Manuso's General Contracting for \$4,931 consists of adding one layer of drywall on top of the existing soffit in the south end of the fiction room's clerestory windows. He explained that it was discovered that areas of the existing soffit are not a consistent depth, which means that without the additional layer of drywall, the windows would "hang off" along the interior face. He noted that this doesn't affect the structural integrity and that it's being done just to improve the aesthetics.

He further explained that since this change order was submitted, a different method to improve the aesthetics was identified that can be done post construction. Instead of having this area dry walled to prevent the windows "hanging off", it has been proposed to put in a strip of metal that will essentially do the same thing for a much lower cost. The consensus from all parties involved is that Contract 2, Change Order 1 is not needed and the recommendation is to not proceed with it. Ms. Dobbs then made a motion, seconded by Mr. Johnson to approve Contract 2, Change Order 1 with Manuso's General Contracting in the amount of \$4,931. Roll call was as follows: Ayes; None. Nays; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Motion does not carry.

Mr. Archer then explained that Contract 3, Change Order 5 from Prime Architectural Metal and Glass in the amount of \$3,342 is just a continuation of a change order that the Board approved last month to switch the storefront openings to curtainwall. It was proposed to make changes to the top but failed to include counter flashing which would make the base of the windows waterproof. This addition is being presented to the board tonight with a recommendation for approval. Ms. Vieth then made a motion, seconded by Mr. Larson to approve Contract 3, Change

Order 5 with Prime Architectural Metal and Glass in the amount of \$3,342. 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 June 18, 2022 through July 15, 2022 in the amount of \$867,448.27. 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 reported that June represents the final month of the fiscal year and pointed out the big difference between this fiscal year-to-date compared to last year's when the pandemic was affecting the Library's numbers. He noted that the visitor counts have recovered since then at both locations and that checkouts for both the juvenile and adult fiction collections are the leaders by far. It used to be that the AV numbers were the strongest but have decreased quite a bit due to streaming services.

He announced that Children's Librarian Cherilyn Contreras has been accepted into a professional development program offered by the Erikson Institute, focusing on media literacy in early childhood. The program takes place online and consists of webinars and small group meetings over the course of several months. He noted that the program is funded through the Institute of Museum and Library Services which is an independent federal agency that provides library grants, museum grants, policy development, and research.

He also announced that from July 16 through July 24, the Workshop at the Aspen Library is hosting 4EVER4, a photo exhibition featuring nearly 100 photographs of the Beatles from 1962-1970. The exhibit will be open during library hours and presented by Republic Bank of Chicago with no direct expenses incurred by the Library. As a companion event to the exhibit, the Friends of the Library sponsored the Beatles tribute band, American English, on July 8 at the Sullivan Center in Vernon Hills. Nearly 200 people attended the performance as the band played early Beatles (1962-66) and the psychedelic phase (1967-69) complete with costume changes. He thanked the Republic Bank of Chicago and the Library's partners at the Vernon Hills Park District for their support.

In Outreach news, Mr. Archer reported that the Bookmobile was part of the Vernon Hills Independence Day parade and will also make appearances in August at the Vernon Hills National Night Out celebration and the Vernon Hills Public Works Open House. The Bookmobile also successfully completed a 4-week visit with District 70 Summer School, serving 250 students and teachers from grades K-8. Lastly, he announced that the Outreach Department has started a partnership with Mobile Therapy Centers of America, LLC in Libertyville. The multidisciplinary therapy group provides services to children with Autism Spectrum Disorder, speech and language delays, as well as occupational and behavioral therapy. The Bookmobile visits once a month and delivers a set of themed books weekly. He noted that according to the clinic director, this service is so wonderful because it's reaching children that may not normally get access to a library.

Lastly he reported on a few odds and ends: The fall edition of the quarterly newsletter will be delivered to 21,000 district mailboxes on August 13; the Aspen Drive Library parking lot was seal coated and striped in early July; and the popular “Lucy Booth” has been staffed at the weekly Farmer’s Market in Cook Park.

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: No report but Mr. Archer reported that the committee will need to meet in September.

Building and Grounds: No report.

Development: No report.

Technology: Mr. Johnson reported that the committee met last week and that they discussed the need to replace some servers, patron and staff computers, and security gates. Mr. Archer added that \$450K has already been set aside for the computer replacements but that the total amount being targeted is \$700K. He noted that the committee and administration are working on lowering that dollar amount by delaying the replacement of the security gates until next year and reducing the number of computers that need to be replaced on the staff side.

Resources, Services and Long Range Planning: Mr. Archer referred the trustees to the binders that they received of the community survey results as well as the staff survey results. He explained that the first tab represents the community survey summary, the second tab includes the actual responses to the community survey and the third tab includes the responses to the staff survey. He noted that the planning team has looked over the results and has met to discuss them.

He reported that an email was received from Sarah Keister Armstrong regarding the listening sessions which wrapped up yesterday and noted that he will provide a written report to the Board on that.

He then announced that the planning team will be meeting in about a month to discuss all the things that have happened up until that point to discuss broad priority areas as well as goals to be included in the Strategic Plan. Ms. Armstrong would then like to get staff’s input on those broad goals. After that the Board will meet with Ms. Armstrong to talk about the goals that have been identified and the strategies to meet those goals. Mr. Archer anticipates all these meetings taking place sometime in September or maybe October. He reiterated that he will forward Ms. Armstrong’s report on the listening sessions to the Board as soon as he can.

Village of Libertyville Parking Commission Representative: No report.

Friends' Representative: Ms. Dobbs had nothing new to report other than the Friends are still planning on having a book sale in October.

RAILS Representative: No report.

Historical Society Representative: No report.

OTHER BUSINESS: None.

Communications: Ms. Dobbs asked if the trustees will be conducting Talk With A Trustee sessions again? After a brief discussion, the board agreed to start them up again on a quarterly basis beginning with September. Ms. Dobbs volunteered to be at Aspen and Ms. Ader volunteered to be at Cook. Mr. Archer confirmed that this could be included in the upcoming newsletter.

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 7:20 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