

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

August 16, 2022

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, August 16, 2022 at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois. In President Wendy Vieth's absence, 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, Nate Johnson, and Kristen Palic. Wendy Vieth, Karen Singer, and Deb Ader were absent.

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

Public Comment: None.

Approval of Minutes: Mr. Johnson made a motion, seconded by Ms. Dobbs to approve the minutes of the regular meeting of July 19, 2022 as amended. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Mr. Johnson, and Ms. Palic. Nays; none. Ms. Vieth, Ms. Singer, and Ms. Ader were absent. Motion carries.

Approval of the Bills: Ms. Dobbs made a motion, seconded by Mr. Johnson to approve the Bills Paid Report for the period of July 16, 2022 through August 12, 2022 in the amount of \$676,433.29. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Mr. Johnson, and Ms. Palic. Nays; none. Ms. Vieth, Ms. Singer, and Ms. Ader were absent. Motion carries.

Report of the Director: Mr. Archer reported that visitor counts have seen some nice increases compared to a year ago noting that Aspen Drive is up almost 14% and Cook Park is up 22%. He also announced that programming is up 44% for adults and 87% for children's but noted that these numbers do not translate well to the number of checkouts which have experienced an overall dip of 4.5%. He will have the Collection Manager investigate what specific areas are falling behind to see what might be driving this dip.

Mr. Archer then announced that both library locations will be closed the morning of September 9 for staff training and that the agenda includes active shooter training, annual state-required sexual harassment training and department meetings.

Some "odds and ends" highlights from his report included:

- The Safety Team has updated the Library Emergency Manual.
- National Night Out in Vernon Hills was a huge success with almost 200 people visiting the Bookmobile.
- The Bookmobile will be appearing at the Village of Vernon Hills Public Works Department Open House on Tuesday, August 16 from 4-7pm.
- Aspen Drive Library is gearing up for back-to-school on Thursday, August 18.
- The Library has a monthly YouTube series called Bookie TV, where Popular Services staff talk about what they have been reading lately. A quarterly "Book Buzz" video series also on YouTube highlights new titles for the upcoming season.
- The Children's Program Coordinator brought back the tween and teen volunteer program after a two-year hiatus with 20 volunteers. She also started an initiative this summer working with specially selected high school students to recommend programming in areas that would be of

interest to that age group. She mentors the students through the process of organizing the content of the program as well as how to present to younger kids. Some of the programs offered focused on coding, Bollywood dancing, and TikTok dances. The programs were very popular and the plan is to continue offering these type of programs.

- CMPLD was invited again this year to attend Family Night at the Hawthorn School for Young Learners on August 16. Two staff members will attend to talk to families about the Library and its services as well as to provide information on and applications for library cards.

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

Report of the President: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: Ms. Dobbs had nothing to report but announced that the committee would be meeting on Tuesday, September 6 at 6:30pm at Cook Park.

Policy Review: Ms. Palic had nothing to report but announced that the committee would be meeting on Tuesday, September 27 at 6:30pm at Cook Park.

Building and Grounds: No report.

Development: No report.

Technology: No report.

Resources, Services and Long Range Planning: Mr. Archer reported that the listening sessions are over and that a google survey was done for the teens which received 51 responses. These results will be discussed with the Planning Team on August 29.

Village of Libertyville Parking Commission Representative: No report.

Friends' Representative: Ms. Dobbs reported that the Friends will be having their book sale October 14-16 and will follow the same model as the last book sale.

RAILS Representative: No report.

Historical Society Representative: No report.

OTHER BUSINESS: Mr. Archer explained that approval of the resolutions being presented tonight authorizes the deletion of 27 video/audio recordings of regular board meetings, committee meetings, and closed session meetings held from April 21, 2020 to December 15, 2020. He noted that the Illinois Open Meetings Act (“OMA”) was amended in March, 2020 permitting public bodies to meet virtually during the COVID pandemic without the physical presence of a quorum of board members provided that a verbatim recording was made available to the public and kept for no less than 18 months after the meeting was held. He also noted that the OMA permits governmental bodies to delete these recordings after 18 months provided that written minutes have been approved by the Board.

Approval of Resolution 2022-2023/1: Ms. Dobbs made a motion, seconded by Mr. Johnson to approve Resolution 2022-2023/1 authorizing the destruction of video recordings of open meetings conducted via Zoom for the Cook Memorial Public Library District Board of Trustees. During discussion, some Trustees stated that they would prefer keeping these recordings if it is not burdensome for the Library to retain. Mr. Archer confirmed that it is not. Roll call was as follows: Ayes; Mr. Larson. Nays; Ms. Dobbs, Mr. Johnson, and Ms. Palic. Ms. Vieth, Ms. Singer, and Ms. Ader were absent. Motion fails.

Approval of Resolution 2022-2023/2: Ms. Dobbs made a motion, seconded by Mr. Johnson to approve Resolution 2022-2023/2 authorizing the destruction of audio recordings of closed sessions of the Cook Memorial Public Library District Board of Trustees. During discussion, some Trustees stated that they would prefer keeping these recordings if it is not burdensome for the Library to retain. Roll call was as follows: Ayes; Mr. Larson, and Ms. Palic. Nays; Ms. Dobbs, and Mr. Johnson. Ms. Vieth, Ms. Singer, and Ms. Ader were absent. Motion fails.

Communications: None.

Public questions: None.

Adjournment: Mr. Larson made a motion, seconded by Ms. Dobbs to adjourn the meeting. Having no further business, the meeting was adjourned at 7:00 p.m. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Mr. Johnson, and Ms. Palic. Nays; none. Ms. Vieth, Ms. Singer, and Ms. Ader were absent. Motion carries.

Respectfully submitted,

Karen Singer, Secretary

Wendy Vieth, President