

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

September 20, 2022

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, September 20, 2022 at the Cook Park Library, 413 N. Milwaukee Ave., Libertyville, Illinois. The meeting was called to order by President Wendy Vieth 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. Also present was Sarah Keister Armstrong of SKA Associates.

Public Comment: None.

Discussion of Strategic Plan: Mr. Archer introduced Ms. Armstrong who began by explaining that the first stage of the Project Plan, which took place in the spring, included interviewing the trustees, staff, community leaders and community residents. She noted that the primary objective of this stage was to gather and analyze data, stakeholder input, and emerging research to help inform the development of the strategic plan during the second stage of the project. She then provided an overview of the results of each survey conducted.

Following this, Ms. Armstrong took the trustees through the draft of the Strategic Plan dated September 16, 2022 explaining each of the four goals that were developed, noting first the goal itself, the outcome desired and the strategies defined for each. After taking questions from trustees, Ms. Armstrong explained that the next step is to allow staff to provide feedback on the plan draft and then for the planning team to discuss.

Approval of Minutes: Ms. Ader made a motion, seconded by Ms. Dobbs to approve the minutes of the regular meeting of August 16, 2022. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, and Ms. Palic. Nays; none. Ms. Vieth and Ms. Ader abstained. 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 August 13, 2022 through September 16, 2022 in the amount of \$697,108.20. 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 compared to this time last year the statistics are up for most items. Juvenile fiction is up 4% with solid numbers for adult fiction and nonfiction as well.

Mr. Archer then provided updated timelines for the upcoming construction projects. He reported that the Cook Park window replacement project will run from Tuesday, October 4 through Friday, December 2 noting that the Fiction Room and the three adult study rooms will be unavailable for much of this time. He did explain that two temporary study rooms will be made available in other parts of the library to accommodate patrons. He further noted that materials in this area will not be accessible by patrons but that staff will be able to retrieve items at designated times.

He also reported that the Aspen Drive plaza enhancement project will run from Wednesday, October 5 through Friday, October 28 noting that the main entrance will be inaccessible for much of this time. He explained that the south meeting room door will serve as a temporary public entry and exit and that handicapped parking spaces will be temporarily relocated to the new parking lot on the south side close to the meeting room door. Mr. Archer stated that the management team met recently to map out the logistics of the plans, including relocating some events, identifying signage and devising a communications strategy to inform patrons.

Mr. Archer then provided news from the Children's Department. He announced that over 300 kindergarteners from the Hawthorn School for Young Learners will be visiting Aspen Drive this month noting that by the end of the month, Student Services staff members will have introduced the Aspen Drive Library to all kindergarten students, seeing 11 classes over eight visits. Some other news included an opportunity being provided to all Highland Middle School students to sign up for a CMPLD library card and that Family Story Times at Aspen Drive and Cook Park are returning to the pre-COVID practice of holding story time programs in the open areas of the children's departments and not requiring registration.

In Digital Studio News, Mr. Archer reported that the Roku processing project has been completed noting that each device now has a specific streaming platform rather than multiple ones. He announced that there is a new Casio Polyphonic Analog Synthesizer in the Digital Studios which has already interested several patrons who are looking to recreate vintage analog synth sounds popularized in 80s classic music and movies. There will also be new iMac Studio computers with 32 inch 4K monitors getting installed in the studios next week to replace the almost 8-year-old iMacs. He noted that all of these improvements will be promoted in the next newsletter and in promotional materials.

Lastly, Mr. Archer reported that Libertyville District 70 recently added Sora, a reading app developed by OverDrive that allows students to participate in Public Library CONNECT. He explained that CONNECT enables students to check out age-appropriate eBooks and eAudiobooks from the Library's OverDrive collection through a seamless, integrated process. He noted that this is a great example of resource sharing between public bodies that expands access to materials for students.

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: Ms. Dobbs reported that the committee met on September 6, 2022 and reviewed the results of the salary survey but noted that further discussion is needed before bringing any recommendations to the Board. The committee also discussed the FY2023 Operating Budget which was unanimously approved and is the version being presented to the board tonight. She explained that many of the line items do not have major changes except for the Salaries and Computer Operations line items. Salaries include a COLA increase of 2.4% effective July, 2022 and a potential additional COLA increase of 3.0% effective January, 2023 as a possible advance towards the anticipated 2022 CPI increases. The budget also includes a merit pool of approximately \$42,000. Computer Operations include expenditures for new patron/staff desktops and laptops, new Sierra/Encore servers, two new virtual servers, new security gates at both locations and an upgraded door access system. The library has been reserving amounts each year for computer and technology replacements such as these. Ms. Dobbs then made a motion, seconded by Ms. Ader to approve the FY2023 Operating Budget dated September 16, 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.

Budget and Appropriation Ordinance 2022-2023/1: Ms. Dobbs made a motion, seconded by Ms. Singer to approve Ordinance 2022-2023/1 adopting the combined annual budget and appropriation of funds in the amount of \$13,285,000 for Cook Memorial Public Library District, Lake County, Illinois for the fiscal year beginning on July 1, 2022 and ending on 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.

Policy Review: No report but Ms. Palic announced that the committee has a meeting scheduled on September 27, 2022.

Building and Grounds: No report.

Development: No report.

Technology: No report.

Resources, Services and Long Range Planning: No report.

Village of Libertyville Parking Commission Representative: No report.

Friends' Representative: It was reported that the collection bins are out for the Friends Book Sale taking place on October 21-23.

RAILS Representative: No report.

Historical Society Representative: No report.

Other Business: None.

Communications: Ms. Ader reported that Talk With the Trustees was rather slow but that people who did stop had positive comments. Ms. Dobbs reported that she spoke to 13 people noting that the giveaways were a great way to get a conversation started. She specifically thought the magnets were a big hit. As far as comments, one patron asked if the Library checks out phone chargers. Another patron requested more in-person toddler activities. Overall, the comments were all very complimentary.

Public questions: None.

Adjournment: Ms. Vieth made a motion, seconded by Mr. Larson to adjourn the meeting. Having no further business, the meeting was adjourned at 8:27 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