

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

October 18, 2022

**Call to order:** The regular meeting of the Cook Memorial Public Library District was held on Tuesday, October 18, 2022 at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois. In President Wendy Vieth's absence, Vice-President Jim Larson served as President Pro-tem and 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, Kristen Palic, and Deb Ader. Wendy Vieth 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. Johnson made a motion, seconded by Ms. Palic to approve the minutes of the Budget and Appropriation Hearing of September 20, 2022. 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.

Ms. Dobbs made a motion, seconded by Ms. Ader to approve the minutes of the regular meeting of September 20, 2022. 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. Singer to approve the Bills Paid Report for the period of September 17, 2022 through October 14, 2022 in the amount of \$781,343.32. 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 began with his narrative report and updated the board on the projects taking place at Aspen Drive and Cook Park. He announced that the front entry enhancement project at Aspen Drive which includes replacing the brick pavers with concrete, replacing light bollards, improving the landscaping and installing an electric vehicle charging station will wrap up by Friday, October 28. He also announced that the Cook Park window replacement project will begin on Wednesday, October 26 and run through Friday, December 23. That involves replacing 40+ year old windows and frames located mainly in the fiction room with some of the higher windows in the adult nonfiction area being replaced as well. The project also includes adding four electrical floor boxes for study tables in front of the three study rooms. He noted that the fiction room and the three adult study rooms will be unavailable to patrons during this time. As a way to provide temporary study rooms, the Workshop and Conference Room on the lower level will be available to accommodate patrons until the project has been completed. He also confirmed that staff will be able to retrieve items at designated times in the fiction room in order to accommodate patron hold requests.

He next announced that earlier this year, the General Assembly passed the Decennial Committees on Local Government Consolidation and Efficiency Act. The Act provides that, within one year after the effective date of the Act, which was June 10, 2022, and at least once every 10 years thereafter, each unit of local government (except municipalities and counties) must form a committee to study local efficiencies. He referred trustees to the provided FAQ prepared for RAILS members by the law firm Ancel Glink, PC noting that the deadline to submit recommendations to the Lake County board is June 10, 2023. He also noted that the expectation is that RAILS will provide a template for its members to use to help guide them through the reporting process.

He also announced that author and certified parliamentarian Nancy Sylvester will be offering a free two-part webinar focused on library boards. These sessions explore both the role of library board members as well as strategies for successful board meetings. He noted that registrants can attend live or view a recorded session and asked trustees to contact Ms. Pantle if they are interested in registering.

Mr. Archer then reported that the Early Learning Team launched a new reading club called Super Readers designed for area preschool and childcare centers. It will provide teachers with the opportunity to earn free books for their classrooms and encourage students to come into the library with their families. He then briefly explained how the club will work. He noted that the goal of the program is to encourage families to visit our libraries and add books to their home collections, as well as to support the work of the early childhood educators and caregivers in our district. An internal goal of the program is to provide more consistent contact with a larger number of preschools and childcare centers instead of just the occasional visits to a limited number of centers. The program launched in September with seven area preschools and childcare centers, serving more than 300 students. As more centers can be accommodated, they will gradually be added.

Mr. Archer finished his narrative report with “odds and ends” gathered from library staff. One highlight includes a new game for Library Card Sign-up month that featured a bookmark/punch card with a list of activities patrons could complete. For every completed activity, patrons had to visit a service desk to get a hole punch. After receiving five hole punches, they received a prize ticket to enter a drawing of their choice. Mr. Archer reported that it was very well received by patrons and staff alike and garnered 148 ticket entries. Other highlights included the Library’s participation in the Libertyville Arts Commission’s ‘Performance Art in the Park’ on September 10 and the LHS Homecoming Dance on October 1, both of which the Library was invited back to next year.

Statistically, Mr. Archer reported that door counts are up 22% compared to last year. He also reported that program attendance is up a whopping 83% and Library app users have increased 60% which shows that people are starting to feel much more comfortable coming into the library compared to last year.

**Approve Report of the Director:** Ms. Ader made a motion, seconded by Ms. Dobbs, 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 had met this evening before the board meeting to discuss the 2022 property tax levy. She noted that Mr. Cerqua put together levy scenarios of 1%, 2%, 3% and 4% which the committee reviewed. She also noted that with the larger COLAs and some other bigger expenditures coming up, the committee will be recommending a 3.5% levy increase which it feels will best balance the library's needs yet still benefit patrons. The Levy Ordinance will be presented to the board at the November board meeting.

**Policy Review:** Ms. Palic reported that the committee met on September 27, 2022 to discuss the Budget, Appropriation and Levy Policy, the Identity Protection Act Policy, the Automated External Defibrillators Policy and the Personnel Policy. She explained that the only policy the committee is unanimously recommending to the board for approval tonight is the Budget, Appropriation and Levy Policy via Resolution 2022-2023/3. Ms. Palic then made a motion, seconded by Mr. Larson to approve Resolution 2022-2023/3 adopting the revised Budget, Appropriation and Levy Policy as amended. 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.

She further explained that the Identity Protection Act and External Defibrillators policies, both reviewed by legal counsel, had no changes thus requiring no action by the board. The Personnel Policy contained a variety of changes that were presented to the committee but administrative staff asked to defer this policy so that additional potential modifications could be made.

**Building and Grounds:** No report.

**Development:** No report.

**Technology:** No report.

**Resources, Services and Long Range Planning:** Mr. Archer reported that the latest draft was reviewed by staff who made a few minor changes. It will then go back to the Planning Committee before being presented to the Board at the November regular meeting.

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

**Friends' Representative:** Ms. Dobbs just reminded trustees that the book sale is taking place this upcoming weekend, October 21 -23.

**RAILS Representative:** No report.

**Historical Society Representative:** No report.

**OTHER BUSINESS:**

**Strategic Plan Update:** Mr. Archer stated that other than what was reported under committees, he did not have any more information.

**Rescheduling of December Board Meeting:** Mr. Archer explained that he would like the Board to consider rescheduling the December 20, 2022 board meeting in order to accommodate the Study Night at the Library program taking place on the same date. After discussing other possible dates, the trustees agreed that December 15 would work pending Ms. Vieth's approval.

**Communications:** None.

**Public questions:** None.

**Adjournment:** Ms. Dobbs made a motion, seconded by Mr. Johnson to adjourn the meeting. Having no further business, the meeting was adjourned at 7:12 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,

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Karen Singer, Secretary

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Wendy Vieth, President