

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

November 15, 2022

**Call to order:** The regular meeting of the Cook Memorial Public Library District was held on Tuesday, November 15, 2022 at the Cook Park Library, 413 N. Milwaukee Ave., Libertyville, Illinois. The meeting was called to order by President Wendy Vieth at 6:33 p.m. Trustees present at roll call in addition to Ms. Vieth were: Jim Larson, Karen Singer, Kristen Palic, and Deb Ader. Phyllis Dobbs and Nate Johnson were absent.

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.

**Approval of the Minutes:** Ms. Palic made a motion, seconded by Ms. Ader to approve the minutes of the regular meeting of October 18, 2022.

Mr. Johnson joined the meeting at 6:34 p.m.

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

**Review and Approval of 2023-2026 Strategic Plan:** Ms. Armstrong stated that when no additional comments or changes were made by the Board, the final version of the Strategic Plan was sent to staff for their feedback and was reviewed by the planning team one final time. Following a brief discussion and some questions, Ms. Ader made a motion, seconded by Ms. Vieth to approve the 2023-2026 Strategic Plan. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Ms. Dobbs was absent. Motion carries.

**Approval of the Bills:** In Ms. Dobbs' absence, Ms. Ader made a motion, seconded by Ms. Vieth to approve the Bills Paid Report for the period of October 15, 2022 through November 11, 2022 in the amount of \$831,985.86. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Ms. Dobbs was absent. Motion carries.

**Report of the Director:** After a brief statistical report, Mr. Archer announced that the Aspen Drive Plaza Enhancement Project concluded on schedule and within budget. The infrastructure for the electric vehicle charging station has been installed with selection and installation of the unit itself scheduled for 2023.

He then provided an update on the Cook Park Window Replacement Project noting that the project is expected to run through Wednesday, December 21.

He reported that an all-staff meeting is scheduled for Friday, December 2 at Aspen Drive when the libraries will be closed until 1pm. Training includes recognition of staff celebrating notable anniversaries, presentation of the board-approved Strategic Plan, Department meetings and the Library's annual fundraiser for the Libertyville and Vernon Township food pantries. He also provided a list of holiday closures and staff training days for 2023.

He finished off his narrative report with his monthly “Odds and Ends” which included the Library’s partnership with the Job Center of Lake County to offer a job search workshop, the success of the after-hours Genealogy program that was held on October 14, the Library’s participation in the Health Fairs at both high schools in October to promote literacy and library services, and the installation of a new hydraulic lift gate for the Library delivery van.

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

**Report of the President:** No report.

## **REPORTS OF COMMITTEES AND REPRESENTATIVES**

### **Finance & Employee Practices:**

**Committee Recommendation to Accept the FY 2021-2022 Audit:** Mr. Cerqua quickly went through the audit. Ms. Ader then made a motion, seconded by Mr. Johnson to accept the FY 2021-2022 Audit. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Ms. Dobbs was absent. Motion carries.

**Approve Levy Ordinance 2022-2023/2:** Ms. Ader made a motion, seconded by Mr. Johnson to approve Ordinance 2022-2023/2 for the annual Levy in the amount of \$9,957,000 which represents a 3.5% increase over last year’s extended levy amount of \$9,620,037. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Ms. Dobbs was absent. Motion carries.

**Policy Review:** No report.

**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:** No report.

**RAILS Representative:** No report.

**Historical Society Representative:** Ms. Singer announced that the tree lighting ceremony and open houses are coming up soon.

### **Other Business:**

**Approval of Resolution 2022-2023/4:** Ms. Vieth made a motion, seconded by Ms. Palic to approve Resolution 2022-2023/4 approving change order #2 with Elliot Construction Corp. in the amount of

\$8,599.88. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Ms. Dobbs was absent. Motion carries.

Approval of Resolution 2022-2023/5: Mr. Larson made a motion, seconded by Ms. Vieth to approve Resolution 2022-2023/5 approving change order #5 with Powerlink Electric in the amount of \$2,991.31. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Ms. Dobbs was absent. Motion carries.

Approval of Resolution 2022-2023/6: Ms. Ader made a motion, seconded by Ms. Palic to approve Resolution 2022-2023/6 approving change order #2 with Landworks, Ltd. in the amount of \$4,068.44. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Ms. Dobbs was absent. Motion carries.

Approval of Resolution 2022-2023/7: Ms. Ader made a motion, seconded by Ms. Vieth to approve Resolution 2022-2023/7 approving change order #2 with National Wrecking Co. in the amount of \$2,500.00. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Ms. Dobbs was absent. Motion carries.

**Communications:** None.

**Public questions:** None.

**Adjournment:** Ms. Ader made a motion, seconded by Ms. Vieth to adjourn the meeting. Having no further business, the meeting was adjourned at 7:37 p.m. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Ms. Dobbs was absent. Motion carries.

Respectfully submitted,

---

Karen Singer, Secretary

---

Wendy Vieth, President