

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

March 21, 2023

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, March 21, 2023 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, Karen Singer, Kristen Palic, and Deb Ader. Phyllis Dobbs and Nate Johnson were absent.

Staff members present were Library Director David Archer, Finance Director Russ Cerqua, and Executive Assistant Gabriella Pantle. Also present was district resident Sara Lawton.

There being a quorum at the meeting, Ms. Vieth made a motion, seconded by Ms. Singer to allow Trustee Phyllis Dobbs to participate in the meeting via conference call in accordance with the Library's Electronic Participation in Board Meetings Policy. Ms. Dobbs who was out of town on business, requested the electronic participation in advance. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Singer, Ms. Palic, and Ms. Ader. Nays; none. Mr. Johnson was absent. Motion carries.

Public Comment: None.

Approval of the Minutes: Ms. Ader made a motion, seconded by Mr. Larson to approve the minutes of the regular meeting of February 21, 2023. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, and Ms. Ader. Nays; none. Mr. Johnson was absent. Motion carries.

Approval of the Bills: Ms. Dobbs made a motion, seconded by Ms. Ader to approve the Bills Paid Report for the period of February 18, 2023 through March 17, 2023 in the amount of \$694,730.11. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, and Ms. Ader. Nays; none. Mr. Johnson was absent. Motion carries.

Report of the Director: After a brief look at statistics, Mr. Archer reported that he and Ms. Pantle, as designated FOIA Officers, recently completed the required annual Freedom of Information Act training. He explained that a FOIA Officer receives requests for records, ensures that the public body responds to the requests in a timely fashion, and issues responses under FOIA. He then proceeded to report on how many FOIA requests were received by the Library in 2022 and what they were for.

He also reported that the Illinois Open Meetings Act (OMA) requires that all public bodies designate an individual to receive annual training on compliance with the law explaining that Ms. Pantle is that designated person for the Library. She makes sure that the requirements of OMA are met. He briefly explained what OMA is and what some of the requirements are as they pertain to public bodies.

Mr. Archer then announced that in 2022, the Decennial Committee on Local Government Efficiency Act was passed into law. He explained that this law requires all Illinois local governments that impose a tax to convene a committee to study and report on local government efficiency noting that the provided memorandum from the law firm Ancel Glink explains it in much more depth. To be in compliance of the Act, CMPLD must form a committee to study local efficiencies and meet for the first time no later than June 10, 2023. The Act specifies that the Committee's membership must include:

- The elected or appointed members of the governing board.
- Any chief executive officer (such as the Library Director) and "another officer" of the local government.
- At least two residents within the territory served by the local government who are appointed by the committee chair.

Mr. Archer stated that this can be discussed further at the next board meeting in April. His next announcement was to inform the board that at the March 2 board meeting of the Vernon Hills Park District, CMPLD received the Park District's Community Service Award. Accepting on behalf of CMPLD was Aspen Drive Library Manager Brooke Bahnsen, Communications Coordinator Bronwyn Sill and Library Director David Archer. He then shared the statement made by VHPD's Marketing and Communications Manager, Cheryl Buhmann during the presentation.

Mr. Archer concluded his Narrative Report with his monthly "Odds and Ends" which included Ellen Bassett announcing that she has been working with student services Coordinator Amy vanGoethem and the adult and juvenile World Language Selectors to explore the possibility of adding Ukrainian language titles to our collections. After much investigation and research, Ms. Bassett is happy to say our collection now includes 35 juvenile titles and 8 adult titles and hopes to increase these numbers soon. On February 25, we once again provided gaming stations at the LHS Winter Dance with an estimated 100 students using the stations. Lastly, he announced that every March as part of Youth Art Month, the Library partners with Libertyville District 70 and Hawthorn District 73 to host a month-long display of student art at both library locations. Over 150 people attended at Cook Park on March 2 while 600 people attended at Aspen Drive on March 16.

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

Report of the President: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: No Report.

Policy Review: Ms. Palic said she had nothing to report but stated that the committee will be meeting on Tuesday, April 11.

Building and Grounds: Mr. Larson reported that the committee had a meeting on March 7, 2023 when Stephen Kowalski gave a presentation on solar panels who also provided rebate figures. The committee discussed a few other items as well but decided to not move forward on any particular project as of yet except for one safety related item that needs to be addressed somewhat immediately.

The two glass sliding doors in the Workshop at the Aspen Drive Library were part of the 2019 renovation and construction project. Because the sliding glass doors look very similar to a traditional hinged door, it is not uncommon for someone to initially have difficulty opening the doors. Because of this, the doors present a potential safety issue in certain scenarios when urgent, emergency egress is needed, especially when there are numbers of people in the Workshop. In an emergency, an individual not familiar with the design of the door may have difficulty opening the door, thus preventing others from exiting in a timely manner. It has been proposed to replace the two glass sliding doors with two glass hinged doors.

The Building & Grounds Committee did discuss this replacement at the March 7 meeting but the item was not on the agenda so committee members informally agreed to support the replacement of the two sliding doors with a traditional hinged model by accepting a quote from K.I. Inc. As this is not an official recommendation, the provided resolution will need a motion and a second to be considered. Mr. Larson then made a motion, seconded by Ms. Palic to approve Resolution 2022-2023/21 authorizing the replacement of workshop doors at Aspen Drive Library in the amount of \$10,328.01. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, and Ms. Ader. Nays; none. Mr. Johnson was absent. Motion carries.

Development: No report.

Technology: No report.

Resources, Services and Long Range Planning: No report.

Village of Libertyville Parking Commission Representative: No report.

Friends' Representative: The book sale will take place from 4/21 through 4/23. Ms. Dobbs stressed the need for volunteers and asked trustees to sign up if they are able to.

RAILS Representative: Mr. Archer reported that RAILS has a new Executive Director. Her name is Monica Harris and she comes from a public library background, most recently at the Schaumburg Public Library. He feels that she will be a great addition.

Historical Society Representative: No report.

Other Business: None.

Communications: None.

Upcoming Meetings and Events: For the April 18, 2023 board meeting everyone agreed to bring a number of selections/people to fulfill the two community member's spots on the Decennial Committee.

Public questions: None.

Adjournment: Ms. Vieth made a motion, seconded by Ms. Ader to adjourn the meeting. Having no further business, the meeting was adjourned at 7:10 p.m. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, and Ms. Ader. Nays; none. Mr. Johnson was absent. Motion carries.

Respectfully submitted,

Karen Singer, Secretary

Wendy Vieth, President