

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

July 18, 2023

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, July 18, 2023 at the Cook Park Library, 413 N. Milwaukee Ave., Libertyville, Illinois. The meeting was called to order by President Deb Ader at 6:31 p.m. Trustees present at roll call in addition to Ms. Ader were: Jim Larson, Phyllis Dobbs, Karen Singer, Kristen Palic, Lisa Michaluk, and Sara Lawton.

Staff members present were Library Director David Archer, Finance Director Crystal Edwards, and Executive Assistant Gabriella Pantle.

Public Comment: None.

Approval of the Minutes: Ms. Palic made a motion, seconded by Mr. Larson to approve the minutes of the regular meeting of June 20, 2023. Roll call was as follows: Ayes; Ms. Ader, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Lawton, and Ms. Michaluk. Nays; none. 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 June 17, 2023 through July 14, 2023 in the amount of \$842,823.98. Roll call was as follows: Ayes; Ms. Ader, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Lawton, and Ms. Michaluk. Nays; none. Motion carries.

Report of the Director: Mr. Archer reported that the final numbers year-to-date continue to have good door counts at both locations with a 24% increase and that the Library app is doing very well with usage increasing by 46%.

Mr. Archer's also reported on the 3D-cut wayfinding letters that were recently installed at the Aspen Drive Library explaining that signage is being added as needed. Tech Tutor recruitment has gone well this summer with six new tutors bringing the total number of tech tutor volunteers to 20. He noted that they provide tech help at both locations every Saturday during the summer months. Lastly, the Library's enlarged and revamped display arrangement at Cook Park has been extremely successful with 750 titles being checked out since May.

Mr. Archer then took trustees through the organizational chart which was revised due to Finance Director Mr. Cerqua and Manager of Adult Services Mary Andrews' retirements.

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

Report of the President: Ms. Ader reported that the President of the Lake Forest Library Board reached out to her and that she has a call scheduled with her on July 26. She noted that their Board is voted in by the mayor.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: No Report. A meeting is scheduled for August 1, 2023.

Policy Review: No report but a meeting will be scheduled for some time in September.

Building and Grounds: No report. A meeting is scheduled for July 25, 2023.

Technology: No report. The meeting on August 8 was rescheduled to August 29, 2023.

Resources, Services and Long Range Planning: No report. A meeting is scheduled for July 24, 2023.

Friends' Representative: No report.

RAILS Representative: No report.

Historical Society Representative: Ms. Singer announced that a celebration of Ansel B. Cook is coming up and that planning has already started for the holidays.

Other Business: Ms. Dobbs made a motion, seconded by Ms. Palic to approve Resolution 2023-2024/1 appointing an IMRF Agent. Roll call was as follows: Ayes; Ms. Ader, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Lawton, and Ms. Michaluk. Nays; none. Motion carries.

Ms. Ader made a motion, seconded by Ms. Dobbs to approve Resolution 2023-2024/2 authorizing to dissolve the Development Committee. Roll call was as follows: Ayes; Ms. Ader, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Lawton and Ms. Michaluk. Nays; none. Motion carries.

Trustees then reviewed the proposed revisions to the By-Laws and agreed with them. Those changes will be presented for approval via a resolution at the next board meeting.

Communications: Ms. Palic reported on her experience at the ALA Conference and shared some ideas that would be useful for CMPLD to look at.

Public questions: None.

Adjournment: Ms. Dobbs made a motion, seconded by Ms. Singer to adjourn the meeting. Having no further business, the meeting was adjourned at 7:12 p.m. Roll call was as follows: Ayes; Ms. Ader, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Lawton, and Ms. Michaluk. Nays; none. Motion carries.

Respectfully submitted,

Karen Singer, Secretary

Deb Ader, President