

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

July 15, 2014

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, July 15, 2014 at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois. A quorum being present, the meeting was called to order by President Bonnie Quirke at 6:31 p.m. Trustees present at roll call in addition to Ms. Quirke were: Joe Bean, Ann Oakley, and Nate Johnson. Tom Milowski, Wendy Vieth, and soon to be appointed trustee Tommy Koo were absent.

Staff members present were Library Director Stephen Kershner, Business Manager Russ Cerqua, Human Resources Generalist Marla Littlefield and Executive Assistant Gabriella Pantle.

Public comment: None.

Appointment of Trustee: Mr. Johnson made a motion, seconded by Mr. Bean, to appoint Tommy Koo as trustee due to the resignation of Marti Gorun. Roll call was as follows: Ayes; Mr. Bean, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Mr. Milowski, Ms. Vieth, and Mr. Koo were absent.

Approval of the Minutes: Mr. Johnson made a motion, seconded by Ms. Oakley to approve the minutes of the regular meeting of June 25, 2014. Roll call was as follows: Ayes; Mr. Bean, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Mr. Milowski, Ms. Vieth, and Mr. Koo were absent. Motion carries.

Approval of the Bills: Mr. Johnson made a motion, seconded by Mr. Bean, to approve the Bills Paid Report from June 21, 2014 through July 11, 2014 in the amount of \$725,400.01. Roll call was as follows: Ayes; Mr. Bean, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Mr. Milowski, Ms. Vieth, and Mr. Koo were absent. Motion carries.

Report of the Director: Mr. Kershner reported that the summer activities are in full swing and very popular. Storytimes in the park during Libertyville's Farmer's Market have been consistently averaging close to 100 participants. He also mentioned how popular the Book Expert Booth has been and that 4,800 people have registered for the Summer Reading Club as of today. He then reported briefly on statistics. Circulation is down slightly as it was the same time last year. Downloadables are still the dominant check-out materials. Mr. Bean asked if there is any way to track what ages are checking out eMusic and eVideos. Mr. Kershner responded that the system does not track by age.

Approve the Report of the Director: Mr. Bean made a motion, seconded by Ms. Oakley, to approve the Report of the Director. Roll call was as follows: Ayes; Mr. Bean, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Mr. Milowski, Ms. Vieth, and Mr. Koo were absent. Motion carries.

Report of the President: Ms. Quirke reported that she and Ms. Oakley visited Mayor Wepler after learning of Mainstreet's plan to build a visitor's center in Cook Park. Mayor Wepler informed them that without an architect and drawings, the Village of Libertyville could not agree to anything as of yet. He did confirm that Mainstreet had hired an architect and drawings would be presented at the next Village Board Meeting next month. The trustees continued to discuss this at length.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance and Employee Practices: Mr. Bean made a motion, seconded by Mr. Johnson, to approve Resolution 2014-2015/1 authorizing the Library Director and the Business Manager to execute required paperwork with all designated, eligible depository institutions. Roll call was as follows: Ayes; Mr. Bean, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Mr. Milowski, Ms. Vieth, and Mr. Koo were absent. Motion carries.

Mr. Kershner reported that the District received the final payment from the Earnshaw Trust in the amount of \$22,527.05. This payment brings the total to \$146,527.05. He reiterated that these funds must be used for the Cook Park Library only per Ms. Earnshaw's instructions.

Policy Review: Ms. Oakley reported that the committee recently reviewed 3 policies that had been revised by administrative staff and legal counsel and are recommending that the revisions be approved by the full board.

She then made a motion, seconded by Mr. Johnson, to approve revisions made to the Use of the Library Policy. Roll call was as follows: Ayes; Mr. Bean, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Mr. Milowski, Ms. Vieth, and Mr. Koo were absent. Motion carries.

Ms. Oakley made a motion, seconded by Mr. Johnson to approve revisions made to the Personnel Guidelines. Roll call was as follows: Ayes; Mr. Bean, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Mr. Milowski, Ms. Vieth, and Mr. Koo were absent. Motion carries.

Ms. Oakley made a motion, seconded by Mr. Johnson to approve revisions made to the Harassment Policy. Roll call was as follows: Ayes; Mr. Bean, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Mr. Milowski, Ms. Vieth, and Mr. Koo were absent. Motion carries.

Building and Grounds: In Ms. Vieth's absence, Mr. Kershner updated the board on the Aspen Drive parking project by reporting that he had been notified by John Kalmar this morning. Mr. Kalmar informed him that he and mayor Roger Byrne would be meeting with the school district in early August.

Development Committee: No report.

Resources, Services and Long Range Planning: Mr. Johnson updated the board on the search for a planning consultant. After several interviews the committee is making a recommendation to hire Donna Fletcher. Mr. Johnson then made a motion, seconded by Ms. Oakley to approve the hiring of Donna Fletcher Consulting, Inc. in the amount of \$19,000 for external assessments for the strategic plan and to consider an additional \$6,000 for planned development at a later date when more trustees are present. Roll call was as follows: Ayes; Mr. Bean, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Mr. Milowski, Ms. Vieth, and Mr. Koo were absent. The motion to hire Donna Fletcher Consulting, Inc. for \$19,000 is approved.

Libertyville Parking Commission Representative: No report.

Friends Representative: No report.

RAILS Representative: No report.

Historical Society Representative: No report.

OTHER BUSINESS: Ms. Quirke appointed Mr. Milowski and Mr. Koo to the Secretary's Audit Committee.

Mr. Johnson made a motion, seconded by Mr. Bean to participate in the non-resident fee program. Roll call was as follows: Ayes; Mr. Bean, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Mr. Milowski, Ms. Vieth, and Mr. Koo were absent. Motion carries.

Communications: None.

Public questions: None.

Adjournment: Mr. Bean made a motion, seconded by Ms. Oakley, to adjourn the meeting. Having no further business, the meeting was adjourned at 7:39 p.m. Roll call was as follows: Ayes; Mr. Bean, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Mr. Milowski, Ms. Vieth, and Mr. Koo were absent. Motion carries.

Respectfully submitted,

Joe Bean, Secretary

Bonnie Quirke, President