

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

September 16, 2014

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, September 16, 2014 at the Cook Park Library, 413 N. Milwaukee Ave., Libertyville 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: Tom Milowski, Tommy Koo, Ann Oakley, Nate Johnson, and Wendy Vieth. Joe Bean was absent. In Joe Bean's absence, Ms. Quirke appointed Nate Johnson as Secretary Pro-Tem.

Staff members present were Library Director Stephen Kershner, Business Manager Russ Cerqua and Administrative Assistant Gabriella Pantle.

Public comment: None

Approval of the Minutes: Approval of the July 15, 2014 minutes was deferred until a quorum of attendees from that meeting are present.

Approval of the August 19, 2014 minutes was deferred until error is corrected.

Approval of the Bills: Mr. Milowski made a motion, seconded by Mr. Koo, to approve the Bills Paid Report for August 15, 2014 through September 11, 2014 in the amount of \$560,595.56. Roll call was as follows: Ayes; Mr. Milowski, Mr. Koo, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Bean was absent. Motion carries.

Report of the Director: Mr. Kershner announced that the summer season proved to be very successful with well attended programs and a record number of signups for the Summer Reading Club. He reported that 1,039 people have already completed the survey to date. He announced that the stakeholder interviews would be starting today and continuing through Thursday and the teen focus groups will be taking place this Saturday at both Aspen Drive and Cook Park.

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

Report of the President: Ms. Quirke encouraged all to promote the survey as much as possible. She then announced that petition packets are available for those trustees whose terms are up next year.

COMMITTEES

Finance and Employee Practices: Mr. Milowski explained the new Fund Balance Policy and how it permits a portion of surplus funds at the end of each fiscal year to be split between the Special Reserve Fund and the General Fund. Previously the total amount of any unexpended funds was transferred to the Special Reserve Fund. This change permits the Board to split the funds so a portion will remain in the General Fund to allow more flexibility for cash flow and for contingencies occurring during a fiscal year. He confirmed that the policy had been reviewed by legal counsel. Mr. Milowski then made a motion, seconded by Ms. Vieth, to approve the Fund Balance Policy as presented, effective immediately.

Roll call was as follows: Ayes; Mr. Milowski, Mr. Koo, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Bean was absent. Motion carries.

Mr. Koo made a motion, seconded by Ms. Oakley, to approve Resolution 2014-2015/2 confirming and ratifying a \$73,000 certificate of deposit investment in the PrivateBank & Trust Company. Roll call was as follows: Ayes; Mr. Koo, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Milowski abstained and Mr. Bean was absent. Motion carries.

Mr. Milowski made a motion, seconded by Mr. Koo, to approve the amendment to the Village of Libertyville Intergovernmental TIF agreement as presented by the Village of Libertyville. The amendment permits future parking improvements to occur on the west side of Milwaukee Ave. in addition to the already agreed upon east side of Milwaukee Ave. Roll call was as follows: Ayes; Mr. Milowski, Mr. Koo, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Bean was absent. Motion carries.

Mr. Milowski then handed out an updated performance evaluation form to all the trustees for Mr. Kershner's upcoming performance evaluation.

Policy Review: No report.

Building and Grounds: Ms. Vieth reported that the Aspen Drive parking lot expansion project is on hold until the Hawthorn School District and the Vernon Hills Park District finalize their plans. Before making any decisions, Vernon Hills' Mayor Byrne would like all parties involved to come to an agreement. Ms. Vieth confirmed that the expansion would definitely not be happening this year.

Development: No report.

Resources, Services and Long Range Planning: Mr. Johnson stressed the need to make a decision on approving the cost for Donna Fletcher to proceed with the survey plan development for \$6,000 which was not approved by the board previously. He then made a motion, seconded by Mr. Koo, to approve \$6,000 for the Plan Development portion of the Strategic Planning Project. The plan development work will include:

Review of the previous library board retreat and Staff Institute Day reports, the previous library digital services survey and relevant library statistical reports.

Meeting with the Board and planning committee to review research findings and implications for planning.

Meeting with the planning committee to explain strategic goals, potential activities and evaluation measures.

Drafting the final plan with revisions as necessary.

Completing the strategic plan document.

Roll call was as follows: Ayes; Mr. Milowski, Mr. Koo, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Ms. Quirke abstained. Mr. Bean was absent. Motion carries.

Adhoc Technology Committee: Mr. Milowski reported that a meeting will be held on September 23.

Village of Libertyville Parking Commission: No report.

Friends' Representative: No report.

RAILS Representative: Mr. Kershner reported that library districts are working with the Management Association to organize trustee training and workshops.

Historical Society Representative: No report.

OTHER BUSINESS: None.

Communications: None.

Public Questions: None.

Adjournment: Ms. Vieth made a motion, seconded by Mr. Koo to adjourn the meeting. Having no further business, the meeting was adjourned at 7:20 p.m. Roll call was as follows: Ayes; Mr. Milowski, Mr. Koo, Ms. Quirke, Ms. Oakley, Ms. Vieth, and Mr. Johnson. Nays; none. Mr. Bean was absent. Motion carries.

Respectfully submitted,

Nate Johnson, Secretary Pro-tem

Bonnie Quirke, President