

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

October 20, 2014

**Call to order:** The regular meeting of the Cook Memorial Public Library District was held on Monday, October 20, 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 6:30 p.m. In the absence of a secretary, Ms. Quirke appointed Ms. Vieth as Secretary Pro-tem. Trustees present at roll call in addition to Ms. Quirke were: Tom Milowski, Tommy Koo, Wendy Vieth and Nate Johnson. Ms. Oakley was absent.

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

**Election of Secretary:** Mr. Milowski made a motion, seconded by Ms. Vieth, to nominate Tommy Koo to the recently vacated office of secretary. Roll call was as follows: Ayes; Mr. Milowski, Ms. Quirke, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Koo abstained. Ms. Oakley was absent. Motion carries.

**Public comment:** None

Ms. Oakley joined the meeting at 6:34 p.m.

**Approval of the Minutes:** Mr. Milowski made a motion, seconded by Mr. Johnson, to approve the minutes of the July 15, 2014 meeting. Roll call was as follows: Ayes; Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Mr. Milowski, Mr. Koo, and Ms. Vieth abstained but approved the minutes as presented. Motion carries.

Mr. Johnson made a motion, seconded by Mr. Milowski, to approve the minutes of the August 19, 2014 meeting as amended. Roll call was as follows: Ayes; Mr. Milowski, Ms. Oakley, Ms. Quirke, and Mr. Koo. Nays; none. Mr. Johnson and Ms. Vieth abstained. Motion carries.

Ms. Oakley made a motion, seconded by Mr. Milowski, to approve the minutes of the September 16, 2014 meeting. Roll call was as follows: Ayes; Mr. Milowski, Mr. Koo, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Motion carries.

**Approval of the Bills:** Mr. Milowski made a motion, seconded by Ms. Oakley, to approve the Bills Paid Report for September 12, 2014 through October 16, 2014 in the amount of \$610,022.88. Roll call was as follows: Ayes; Mr. Milowski, Mr. Koo, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Motion carries.

**Report of the Director:** Mr. Kershner reported that the Epic Quest program had 309 entries turned in from participating students. He also announced that the written summary for the

community survey will be available by the following day noting that the overall response from the community is very positive.

**Approve Report of the Director:** Ms. Oakley made a motion, seconded by Ms. Vieth, 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. Motion carries.

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

## **COMMITTEES**

**Finance and Employee Practices:** Mr. Milowski announced that it is the committee's unanimous recommendation to accept the 2013-2014 audit as presented. Not requiring a second and after some discussion, the audit is accepted.

Mr. Milowski made a motion, seconded by Ms. Oakley, to accept the 3 year proposal by Mueller & Co. Roll call was as follows: Ayes; Mr. Milowski, Mr. Koo, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Motion carries.

Mr. Milowski made a motion, seconded by Mr. Johnson, to approve the 2013-2014/2 Annual Levy Ordinance. Roll call was as follows: Ayes; Mr. Milowski, Mr. Koo, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Motion carries.

Ms. Oakley made a motion, seconded by Mr. Milowski, to not take action on agenda Item "iv" under Finance and Employee Practices Committee. Transfer of unexpended funds from the 2013-2014 General Fund to the Special Reserve Fund was not made. Roll call was as follows: Ayes; Mr. Milowski, Mr. Koo, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Motion carries.

**Policy Review:** No report.

**Building and Grounds:** No report.

**Development:** No report.

**Resources, Services and Long Range Planning:** Mr. Johnson announced that there would be a committee meeting on Wednesday, Oct. 29 at the Laschen Center for the survey presentation by Donna Fletcher Consulting.

**Adhoc Technology Committee:** Mr. Milowski reported that their meeting in September went well. The committees goals were laid out which includes focusing on larger budget type items and researching what new things are out there that could be used in the library world in the future. He anticipates meeting quarterly unless something big comes up. The goal is not to micromanage what the library does but to champion the efforts being made by staff. The next meeting is tentatively scheduled for January.

**Village of Libertyville Parking Commission:** No report.

**Friends' Representative:** Mr. Kershner reported that the Friends had their annual meeting yesterday and that the same officers were elected. He announced that they are tentatively planning for the next book sale to be held on April 17, 18 and 19, 2015.

**RAILS Representative:** Mr. Kershner reported that RAILS is currently offering a number of webinars for training and that when they offer trustee training, he will let them know.

**Historical Society Representative:** No report.

**OTHER BUSINESS:** None.

**Adjourn to Closed Session:** At 7:28 p.m., Ms. Oakley made a motion, seconded by Ms. Vieth to adjourn to closed session as permitted by (5 ILCS 120/2c-1) to discuss the performance of a specific employee. Roll call was as follows: Ayes; Mr. Milowski, Mr. Koo, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Motion carries.

**Regular Meeting Resumes:** The regular meeting resumed at 7:35.

**Adjourn to Closed Session:** At 7:39 p.m., Mr. Milowski made a motion, seconded by Mr. Johnson, to adjourn to closed session as permitted by (5 ILCS 120/2c-3) to discuss the selection of a person to fill a vacancy in a public office.

**Regular Meeting Resumes:** The regular meeting resumed at 8:08 p.m.

**Communications:** None.

**Public Questions:** None.

**Adjournment:** Ms. Vieth made a motion, seconded by Mr. Milowski to adjourn the meeting. Having no further business, the meeting was adjourned at 8:09 p.m. Roll call was as follows: Ayes; Mr. Milowski, Mr. Koo, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Motion carries.

Respectfully submitted,

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Tommy Koo, Secretary

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Bonnie Quirke, President