

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

March 17, 2015

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, March 17, 2015 at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois. The meeting was called to order by Vice-President Wendy Vieth in the absence of President Bonnie Quirke at 6:33 p.m. Trustees present at roll call in addition to Ms. Vieth were Tom Milowski, Tommy Koo, Ann Oakley, and Nate Johnson.

Staff members present were Library Director Stephen Kershner, Business Manager Russ Cerqua, and Executive Assistant Gabriella Pantle. Also present was district resident Jim Larson.

Public comment: None.

Accept Resignation of Director: Mr. Milowski made a motion, seconded by Mr. Johnson, to accept resignation of Mr. Kershner as Library Director effective June 1, 2015. Roll call was as follows: Ayes; Mr. Milowski, Mr. Koo, Ms. Oakley, Mr. Johnson and Ms. Vieth. Nays; none. Ms. Quirke was absent. Motion carries.

Appoint Acting Interim Director: Mr. Johnson made a motion, seconded by Ms. Oakley, to appoint David Archer as the Acting Interim Director effective June 1, 2015. Roll call was as follows: Ayes; Mr. Milowski, Mr. Koo, Ms. Oakley, Mr. Johnson and Ms. Vieth. Nays; none. Ms. Quirke was absent. Motion carries.

Approval of the Minutes: Mr. Milowski made a motion, seconded by Mr. Johnson to approve the minutes of the regular meeting of February 17, 2015. Roll call was as follows: Ayes; Mr. Milowski, Mr. Koo, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Ms. Quirke was absent. Motion carries.

Approval of the Bills: Mr. Milowski made a motion, seconded by Mr. Johnson, to approve the Bills Paid Report from February 14, 2015 through March 12, 2015 in the amount of \$634,451.88. Roll call was as follows: Ayes; Mr. Milowski, Mr. Koo, Ms. Oakley, Mr. Johnson and Ms. Vieth. Nays; none. Ms. Quirke was absent. Motion carries.

Report of the Director: Mr. Kershner reported on the District 70 and District 73 Art show receptions at the Cook Park and Aspen Drive Library's last week. Over 600 residents attended at Cook Park and over 1000 at Aspen Drive making it once again a very successful event. He noted that the artwork will be displayed through early April. He then announced that after Hoopla was featured on the cover of the current Ins & Outs Newsletter, 250 new patrons signed up for library cards proving the effectiveness of marketing via the newsletter. He also announced that the library will soon be upgrading the catalog to Sierra.

Approve the 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. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Ms. Quirke was absent. Motion carries.

Report of the President: In Ms. Quirke's absence, Ms. Vieth discussed what the options are for the Director search process. Trustees agreed to have CMPLD's Human Resources Generalist Marla Littlefield begin the search process instead of hiring an outside consultant. Direction was given for Ms. Littlefield to update the job description, post the job opening, screen the incoming resumes, and with Senior Manager's input, recommend candidates to interview. Mr. Milowski requested that Ms. Littlefield track her hours separately for time spent on this recruiting process. Ms. Littlefield is also to email the updated job description to the board for approval at the next meeting.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance and Employee Practices: Mr. Milowski reported that the committee met with financial advisors from Ehlers Investments regarding options for an advance refunding of the 2008 debt certificates that were issued in conjunction with the two CMPLD building expansion projects. The committee is recommending to the full board that the district proceed with plans to pursue options for an advance refunding to obtain future cost savings for the library district. In conjunction therewith, the committee is further recommending that the district instruct Ehlers Investments to have a bond counsel prepare a draft of a parameters ordinance that would be used to facilitate the advance refunding. Not requiring a second, the recommendations are approved.

Policy Review: No report.

Building and Grounds: Ms. Vieth announced that the committee will schedule a meeting before the Vernon Hills Planning & Zoning meeting on April 15.

Development Committee: No report.

Adhoc Technology Committee: Mr. Milowski reported that the committee met with staff members a couple of weeks ago. GoPro Cameras were demonstrated and the need for 3D printer procedures and possibly an orientation for new users were discussed. Mr. Milowski also reported that he would like to recommend that the By-Laws be amended to make this committee a permanent committee as opposed to an Adhoc committee after the new board is in place.

Resources, Services and Long Range Planning: No report.

Libertyville Parking Commission Representative: No report.

Friends Representative: No report.

RAILS Representative: No report.

Historical Society Representative: No report.

OTHER BUSINESS: Mr. Kershner reported on the Libertyville Leaders’ Summit that took place on March 11.

Communications: None.

Public questions: None.

Adjournment: Mr. Milowski made a motion, seconded by Ms. Oakley, to adjourn the meeting. Having no further business, the meeting was adjourned at 7:25 p.m. Roll call was as follows: Ayes; Mr. Milowski, Mr. Koo, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Ms. Quirke was absent. Motion carries.

Respectfully submitted,

Tommy Koo, Secretary

Bonnie Quirke, President