

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

May 19, 2015

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, May 19, 2015 at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois. The meeting was called to order by President Bonnie Quirke at 6:30 p.m. Trustees present at roll call in addition to Ms. Quirke were Tom Milowski, Ann Oakley, Nate Johnson, and Wendy Vieth. Ms. Oakley served as Secretary Pro-tem.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua, Assistant Director of Support Services Lauren Cerniglia, Senior Manager of Adult Services Jenny Plohr, Senior Manager of Children's Services Melissa Henderson, Human Resources Generalist Marla Littlefield, and Executive Assistant Gabriella Pantle. Also present were Trustee-elect Jim Larson, Deborah Larson, Trustee-elect Rob Schuler, Hannah Schuler, Liz Schuler, and Emily Schuler.

Public comment: Staff and visitors introduced themselves.

Swearing in of Trustees Elect: Executive Assistant and Notary Gabriella Pantle swore in trustees elect Jim Larson, Rob Schuler, Nate Johnson and Wendy Vieth.

Appointment of 2-year Unexpired Term: Ms. Vieth made a motion, seconded by Mr. Johnson, to appoint Tom Milowski to the 2-year unexpired term that became available when write-in candidate Vincent Bennett declined to be seated. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Motion carries.

Ms. Pantle then swore in Mr. Milowski.

Election of Officers: Mr. Milowski made a motion, seconded by Mr. Johnson, to nominate Bonnie Quirke to the office of President. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Ms. Quirke abstained. Motion carries.

Ms. Oakley made a motion, seconded by Mr. Johnson, to nominate Wendy Vieth to the office of Vice President. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Vieth abstained. Motion carries.

Mr. Milowski made a motion, seconded by Ms. Oakley, to nominate Rob Schuler to the office of Secretary. Roll call was as follows: Ayes; Mr. Milowski, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Schuler abstained. Motion carries.

Mr. Johnson made a motion, seconded by Ms. Vieth, to nominate Tom Milowski to the office of Treasurer. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Milowski abstained. Motion carries.

Approval of the Minutes: Mr. Milowski made a motion, seconded by Ms. Oakley to approve the minutes of the regular meeting of April 21, 2015. Roll call was as follows: Ayes; Mr. Milowski, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Mr. Schuler, Mr. Larson, and Ms. Vieth abstained. Motion carries.

Mr. Johnson made a motion, seconded by Ms. Vieth, to approve the minutes of the special meeting of May 4, 2015. Roll call was as follows: Ayes; Mr. Milowski, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Schuler and Mr. Larson abstained. Motion carries.

Mr. Milowski made a motion, seconded by Mr. Johnson, to approve the closed session minutes of May 4, 2015. Roll call was as follows: Ayes; Mr. Milowski, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Schuler and Mr. Larson abstained. Motion carries.

Mr. Milowski made a motion, seconded by Mr. Johnson, to approve the minutes of the special meeting of May 7, 2015. Roll call was as follows: Ayes; Mr. Milowski, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Schuler and Mr. Larson abstained. Motion carries.

Mr. Milowski made a motion, seconded by Mr. Johnson, to approve the closed session minutes of the special meeting of May 7, 2015. Roll call was as follows: Ayes; Mr. Milowski, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Schuler and Mr. Larson abstained. Motion carries.

Report of the Director: Mr. Archer went over the statistical report, noting that database usage was up for the month. He reported that on April 29, the library's integrated library system (ILS) was updated to Sierra, a new software platform that replaces Millenium. The quarterly staff meeting on May 15 focused on staff brainstorming of the Internal Initiatives section of the recently adopted Strategic Plan and produced great ideas. Staff was asked to identify what is needed to effectively deliver good services to patrons. He also reported briefly on the parking expansion project at the Aspen Drive Library and personnel changes.

Lastly, he discussed the letter from the Sunrise Rotary requesting the closure of Church Street and the Library's south driveway for the North Shore Wine, Beer, Cigar and Food Fest on either August 22 or August 29, 2015. Mr. Milowski made a motion, seconded by Mr. Larson, to approve Sunrise Rotary's request. After discussion, Mr. Milowski made a friendly amendment to the motion asking the Sunrise Rotary for a minimum of 30 days notice of the confirmed event date. Mr. Larson seconded the friendly amendment. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; Ms. Quirke. Motion carries.

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

Report of the President: Ms. Quirke welcomed all the visitors and expressed her gratefulness for the staff members' attendance. She also briefly outlined rules from the Open Meetings Act and asked that the new trustees do the online training.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance and Employee Practices: Mr. Milowski reported that the Finance committee is currently working on the budget which should be finalized at their meeting in June.

Policy Review: No report.

Building and Grounds: Ms. Vieth reported that the District received six bids for the Aspen Drive Parking Lot project of which two were considered incomplete. Kurt Hezner recommends that the District interview two of the contractors which is scheduled for next week. It was noted that the bids are good for

60 days. She also reported that at the Park District's monthly board meeting on 5/28, they will be unveiling their new plans. Mr. Archer announced that he will be meeting with Jeff Fougerousse from the Vernon Hills Park District and John Kalmar from the Vernon Hills Village on June 1 to see if the new Park District plans will affect the Library District's plans in any way.

Development Committee: No report.

Adhoc Technology Committee: Mr. Milowski expressed his desire again that the By-Laws be amended to make this committee a permanent committee as opposed to an Adhoc committee.

Resources, Services and Long Range Planning: Mr. Johnson announced that the committee will be scheduling another meeting soon.

Libertyville Parking Commission Representative: Ms. Vieth reported that the Village is moving along with plans for the 2nd parking garage.

Friends Representative: No report.

RAILS Representative: No report.

Historical Society Representative: Ms. Quirke announced that as usual the Cook House will be open for tours on Sundays during the summer months. Mr. Archer announced that staff member Jenny Barry has been asked to serve as President of the Historical Society.

OTHER BUSINESS: None.

Communications: None.

Public questions: None.

Adjournment: Mr. Johnson made a motion, seconded by Ms. Vieth, to adjourn the meeting. Having no further business, the meeting was adjourned at 7:20 p.m. All ayes.

Respectfully submitted,

Rob Schuler, Secretary

Bonnie Quirke, President