

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

September 15, 2015

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, September 15, 2015 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. Trustees present at roll call in addition to Ms. Quirke were: Rob Schuler, Jim Larson, Nate Johnson, and Ann Oakley. Ms. Vieth and Mr. Milowski were absent.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua, and Executive Assistant Gabriella Pantle.

Public comment: None.

Approval of the Minutes: Mr. Johnson made a motion, seconded by Ms. Oakley to approve the minutes of the regular meeting of August 18, 2015. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Vieth and Mr. Milowski were absent. Motion carries.

Approval of the Bills: Mr. Johnson made a motion, seconded by Mr. Larson, to approve the Bills Paid Report from August 14, 2015 through September 10, 2015 in the amount of \$576,828.67. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Ms. Vieth and Mr. Milowski were absent. Motion carries.

Report of the Director: Mr. Archer first reported on the statistical report noting that the door counts were up 4% and circulation was up 3% which he attributes to the new summer Sunday hours. He is very pleased with how patrons responded to the library being open on Sundays all summer. He also reported that the new library app has been launched and that 613 patrons have already downloaded it. He announced that the library will be closed this Friday, 9/18 for staff institute day which he invited trustees to attend and also that two new library interns were hired.

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

Report of the President: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance and Employee Practices: In Mr. Milowski's absence, Mr. Cerqua discussed the refunding of the Series 2008 debt certificates. He explained that the District could save \$250,000 to \$275,000 over the remaining life of the debt certificates by issuing new debt certificates, the

proceeds of which will be used to retire the old debt certificates. Engagement letters have been received from both Chapman & Cutler, as bond counsel and Ehlers & Assoc. as municipal adviser. Library's legal counsel has reviewed them. The plan is to issue the new debt certificates through a private placement instead of a public sale. Paperwork should be received in the next couple of days. If this happens, the closing is tentatively set for November 4. A special meeting will most likely be necessary to accept the lowest bid from the perspective financial institutions.

In Mr. Milowski's absence, Ms. Oakley announced that it is the committee's recommendation to proceed with the refunding of the 2008 debt certificates. Not requiring a second, roll call was as follows: Ayes; Mr. Larson, Mr. Schuler, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Mr. Milowski and Ms. Vieth were absent. Administration is authorized to proceed.

Mr. Johnson made a motion, seconded by Mr. Larson to approve the Budget & Appropriation Ordinance #2015-2016/1. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Mr. Milowski and Ms. Vieth were absent. Motion carries.

Policy Review: Discussion of the policies on the agenda to review was tabled until the next meeting.

Building and Grounds: In Ms. Vieth's absence, Mr. Archer provided an update on the Aspen Drive Parking Lot Expansion project. He reported that the project is on schedule despite the rain last week. Concrete curbs are being poured this week. We are still on target for an October 31 completion date.

Development Committee: No report.

Resources, Services and Long Range Planning: Mr. Johnson reported that the committee met and discussed issues of space at the Aspen Drive Library and determined that there are significant issues that need to be addressed. The committee is exploring how an expansion could be accomplished from a budget perspective without going to referendum. The committee believes that it can be done.

Libertyville Parking Commission Representative: No report.

Friends Representative: No report.

RAILS Representative: No report.

Historical Society Representative: No report.

Adhoc Technology: No report.

Communications: None.

Public questions: None.

Adjournment: Mr. Larson made a motion, seconded by Mr. Johnson, to adjourn the meeting. Having no further business, the meeting was adjourned at 6:59 p.m. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Vieth and Mr. Milowski were absent. Motion carries.

Respectfully submitted,

Rob Schuler, Secretary

Bonnie Quirke, President