

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

October 20, 2015

**Call to order:** The regular meeting of the Cook Memorial Public Library District was held on Tuesday, October 20, 2015 at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois. A quorum being present, the meeting was called to order by Vice-President Wendy Vieth at 6:30 p.m. Trustees present at roll call in addition to Ms. Vieth were: Tom Milowski, Rob Schuler, Ann Oakley, and Nate Johnson. Ms. Quirke and Mr. Larson were absent.

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

**Public comment:** None.

**Request for use of Cook Park Library parking lot by the Libertyville Civic Center Foundation during Libertyville Days Festival 2016:** Libertyville Civic Center Foundation (LCCF) Board President Art Kopp began by explaining that the Foundation has been hosting their annual Libertyville Days Fundraiser for over 20 years. The proceeds allow the LCCF Board to continue offering gathering spaces to individuals and organizations at very reasonable rates and to move forward with much needed building improvements. He went on to explain that in past years the municipal parking lot just south of the Civic Center building has been where many of the carnival rides have been placed.

Trustee Jim Larson joined the meeting at 6:40 p.m.

For 2016, however, the Foundation needs to find alternate locations for some of its carnival rides due to the upcoming construction of a new Village-owned parking garage behind the Civic Center. He explained how they are losing much of their income stream from groups who are canceling meeting room reservations due to the construction; making the revenue earned from Libertyville Days that much more important. Alternate locations that have been analyzed include West Cook Street and Brainerd Avenue. Unfortunately, neither of these two locations is feasible because Cook Street is too narrow and has too many trees hanging overhead, and the Village of Libertyville Fire Department will not agree to close Brainerd Avenue as it is used as an emergency access route. Mr. Kopp indicated that using the Cook Park Library parking lot would be the most beneficial option for the Foundation because of its size and centralized location. The parking lot would be needed from 8PM Monday, June 13 through 6PM Sunday, June 20 along with the Library's Church Street driveway as in previous years. He then handed out a diagram showing their proposed layout for the carnival rides in the parking lot stating that the Brainerd Avenue entrance will be left open so patrons can access the book drop. A long discussion ensued among board members. Trustees voiced concerns regarding liability, possible property damage, a major inconvenience to library patrons and the safety of having cars entering and exiting the Brainerd Avenue entrance to return materials with no room to turn around. The trustees decided to table discussion of this until board president Bonnie Quirke is present. Mr. Milowski asked

Mr. Kopp to go back to the Village of Libertyville to find out what options they might be able to offer. A special board meeting will be scheduled for November 2 or 4.

**Approval of the Minutes:** Mr. Milowski made a motion, seconded by Mr. Johnson to approve the minutes of the September 15, 2015 Budget and Appropriation Hearing. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Vieth abstained and Ms. Quirke was absent. Motion carries.

Ms. Oakley made a motion, seconded by Mr. Schuler to approve the regular meeting minutes of September 15, 2015. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Vieth abstained and Ms. Quirke was absent. Motion carries.

Mr. Milowski made a motion, seconded by Mr. Schuler to approve the special meeting minutes of October 7, 2015 as amended. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, 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. Larson, to approve the Bills Paid Report from September 11, 2015 through October 15, 2015 in the amount of \$652,108.33. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Ms. Quirke was absent. Motion carries.

**Report of the Director:** Mr. Archer reported that the library saw a dip in circulation and door counts for the month of September but that YTD numbers are still up. He briefly explained the difference between the OCLC Interlibrary Loan module which the library has used for many years versus LINKin which the library joined in 2009 and which enables patrons to initiate and receive requested materials from partner libraries with minimal staff involvement. Since LINKin was launched, the vast majority of titles lent by other libraries have been filled from LINKin libraries using the shared software module rather than through the OCLC Interlibrary loan module. While both are effective, using LINKin has dramatically freed up staffing resources. In 2008, 100% of items borrowed from other libraries went through ILL and 0% through LINKin. In 2015, just 12% went through ILL and 88% went through LINKin. He also reported that he attended the TIF meeting in Green Oaks on 9/16 and that two new interns were hired.

**Approve the Report of the Director:** Mr. Milowski made a motion, seconded by Ms. Vieth to approve the report of the Director. All ayes; motion carries.

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

## **REPORTS OF COMMITTEES AND REPRESENTATIVES**

**Finance and Employee Practices:** Mr. Milowski reported that the 2015-2016 audit as prepared by Mueller & Company, LLC has been completed and that it is the committee's recommendation to accept it. Not requiring a second, the board accepts the 2015-2016 audit. Roll call was as

follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Vieth, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Quirke was absent. The audit is accepted.

Mr. Milowski then discussed the Annual Levy Ordinance and made a motion, seconded by Mr. Larson, to approve the annual Property Tax Levy Ordinance #2015-2016/1 in the amount of \$8.8 million. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Vieth, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Quirke was absent. Motion carries.

**Policy Review:** Ms. Oakley reported that the committee had met recently and reviewed three policies. It is the committee's recommendation to approve the revised Gifts and Donations policy, Americans with Disabilities Act Compliance Policy and Policies and Procedures Policy. Not requiring a second, the board approves all three policies. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Vieth, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Quirke was absent. The revised policies are approved.

**Building and Grounds:** Mr. Archer reported that all work on the Aspen Drive Library parking lot expansion has been completed with the exception of exterior lighting and updated technical drawings required by the Village of Vernon Hills. Light fixtures are on order and expected to be installed the week of October 26. The project is still on track to be completed by the end of October.

**Development Committee:** No report.

**Resources, Services and Long Range Planning:** No report.

**Libertyville Parking Commission Representative:** Ms. Vieth reported that construction on the new Village parking garage behind the Civic Center will begin in February, 2016.

**Friends Representative:** No report.

**RAILS Representative:** No report.

**Historical Society Representative:** No report.

**Technology:** No report.

**Other Business:** Ms. Vieth made a motion, seconded by Mr. Schuler to approve Ordinance 2015-2016/4 approving the amendments to the By-Laws and Intergovernmental Agreement of the Library Insurance Management and Risk Control Combination ("LIMRiCC") as it pertains to the unemployment compensation program. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Vieth, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Quirke was absent. Motion carries.

Mr. Milowski made a motion, seconded by Ms. Vieth to approve Resolution 2015-2016/1 providing for the execution of an Intergovernmental Agreement with the Library Insurance Management and Risk Control Combination ("LIMRiCC"). Roll call was as follows: Ayes; Mr.

Milowski, Mr. Schuler, Mr. Larson, Ms. Vieth, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Quirke was absent. Motion carries.

Mr. Archer explained the non-resident fee program. Ms. Vieth then made a motion, seconded by Mr. Schuler to agree to participate in the non-resident fee program. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Vieth, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Quirke was absent. Motion carries.

**Communications:** None.

**Public questions:** None.

**Adjournment:** Ms. Vieth made a motion, seconded by Mr. Larson, to adjourn the meeting. Having no further business, the meeting was adjourned at 8:28 p.m. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Vieth, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Quirke was absent. Motion carries.

Respectfully submitted,

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Rob Schuler, Secretary

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Wendy Vieth, Vice-President