

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

November 17, 2015

**Call to order:** The regular meeting of the Cook Memorial Public Library District was held on Tuesday, November 17, 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: Tom Milowski, Rob Schuler, Jim Larson, Ann Oakley, and Nate Johnson. Ms. Vieth was 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 Mr. Larson to approve the regular meeting minutes of October 20, 2015. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Vieth was absent. Motion carries.

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

**Approval of the Bills:** Mr. Milowski made a motion, seconded by Ms. Quirke, to approve the Bills Paid Report from October 16, 2015 through November 12, 2015 in the amount of \$807,488.65. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Vieth was absent. Motion carries.

**Report of the Director:** Mr. Archer reported that circulation is typical for the month with a 1% increase for the FY this month but that we are also up 3% from last year. There seems to be a sharp decline in online database usage which he is going to ask Jenny Plohr to investigate. The decrease is too pronounced and sudden to be correct and believes there is an error in the statistics. He then provided the board with some statistics on our social media and communications including Facebook, Twitter, Pinterest, Goodreads, some blogs that are regularly posted and Constant Contact emails that are regularly sent to promote programs. Mr. Archer gave an overview of the Science Explorers to Go kits which is our new collection of circulating science kits. The kits were funded with a \$2,000 grant from the Institute of Electrical and Electronics Engineers – Chicago Section and a generous matching donation from the Friends of the Library. They were created due to the popularity of children's science programming and the expansion of STEM education in school curricula. 72 kits were created by Children's Dept. staffers with topics covering a wide range of science topics. The kits are available at both library locations and can be checked out for a week. On the Personnel side, Mr. Archer announced that the Tech Associate positions were recently filled and will augment the hours that Computer

View works. He then reported that the parking lot lights at the Aspen Drive Library were installed last week. The Contractor's remaining task is coordinating with the electrical subcontractor to install the lighting software. The goal is for the Village to approve occupancy this week. He added that the retrofitting of the lights in the existing library parking lot will happen independently of the new lot. Lastly, he announced that for the second consecutive year, our library has been recognized as a "star library" by Library Journal. CMPLD is one of only 261 libraries nationwide and 19 in Illinois to receive this recognition. Star Libraries are identified based on four per capita criteria from FY 2013: circulation, library visits, program attendance, and public Internet computer use.

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

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

## **REPORTS OF COMMITTEES AND REPRESENTATIVES**

**Finance and Employee Practices:** Mr. Milowski reported that with the audit and bond refunding completed, it was not necessary for the Finance Committee to meet this month. He attended the Village of Libertyville TIF meeting today and announced that the rebate will be in the \$80,000 range this year but that it's not finalized yet.

**Policy Review:** Ms. Oakley presented the three policies that the committee reviewed at their last meeting beginning with the Purchasing Goods & Services policy. It is the committee's recommendation to approve the revised policy. Not requiring a second, roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Vieth was absent. The revised policy is approved.

The committee is also recommending approval of the revamped Drug-Free Workplace policy which is basically replacing the existing policy. Language was added for drug and alcohol testing and for medical marijuana. Mr. Archer explained that the policy was revamped from the ground up using a template from the Department of Labor and that it was also reviewed by legal counsel. There was some discussion regarding the length and the detail of the policy. Not requiring a second, roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; Mr. Milowski. Ms. Vieth was absent. The Drug-Free Workplace policy is approved.

The last policy being recommended by the committee for approval is the revised Automated External Defibrillator Policy. Not requiring a second, roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Vieth was absent. The policy is approved.

**Building and Grounds:** The Aspen Drive Library parking lot project was covered under the Director's Report.

**Development Committee:** No report.

**Resources, Services and Long Range Planning:** No report. A meeting will be scheduled in early December or January.

**Technology:** No report. A meeting will be scheduled soon.

**Libertyville Parking Commission Representative:** No report.

**Friends Representative:** No report.

**RAILS Representative:** No report.

**Historical Society Representative:** Mr. Archer reported that the Historical Society would like to tint the windows throughout the Cook House. They know how much they need for the project and are identifying ways to raise the money.

**Other Business:** Mr. Archer explained the Post Issuance Tax Compliance Report that was distributed to trustees for their information.

**Communications:** None.

**Public questions:** None.

**Motion to Adjourn to Closed Session:** At 7:14 p.m., Mr. Larson made a motion, seconded by Mr. Milowski, to adjourn to closed session for the review of closed session minutes as permitted by (5 ILCS 120/2-21). Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Vieth was absent. Motion carries.

**Regular Meeting Resumes:** The regular meeting resumed at 7:34 p.m.

**Adjournment:** Mr. Johnson made a motion, seconded by Mr. Schuler, to adjourn the meeting. Having no further business, the meeting was adjourned at 7:35 p.m. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Vieth was absent. Motion carries.

Respectfully submitted,

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Rob Schuler, Secretary

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Bonnie Quirke, President