

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

June 21, 2016

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, June 21, 2016 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, Ann Oakley, Nate Johnson, and Wendy Vieth. Tom Milowski was absent.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua, Human Resources Generalist Marla Littlefield and Executive Assistant Gabriella Pantle. Also present was Library District resident Connor Nettesheim.

Public comment: None.

Approval of the Minutes: Mr. Larson made a motion, seconded by Ms. Vieth to approve the regular meeting minutes of May 17, 2016. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Milowski was absent. Motion carries.

Mr. Johnson made a motion, seconded by Mr. Schuler to approve the closed session meeting minutes of May 17, 2016. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Milowski was absent. Motion carries.

Approval of the Bills: In Mr. Milowski's absence, Mr. Johnson made a motion, seconded by Mr. Larson, to approve the Bills Paid Report from May 13, 2016 through June 16, 2016 in the amount of \$1,132,739.77. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Milowski was absent. Motion carries.

Report of the Director: Mr. Archer handed out a revised statistical report and explained that there was a slight dip in visitors but that the YTD is still up by 14,000. Program attendance is up 2000 for the fiscal YTD and we only need 122,000 more checkouts to get over the 1.5 million mark. He reported briefly on the Library podcast's new segment called "Locally Sourced" where local business owners talk about books with special significance in their life. In the latest episode, a CMPLD Librarian interviewed Hansa Coffee co-owner Tom Maegdlin on the book, *Kitchen Confidential* by Anthony Bourdain. He also reported on the new overtime rules of the Fair Labor Standards Act announced by the U.S. Department of Labor that could considerably expand the number of employees eligible for overtime pay. The new rules take effect in December, 2016. Lastly he announced a new campaign the Library will be starting welcoming new homeowners to the Library District. They will receive a postcard from the Library welcoming them to the area and inviting them to sign up for a library card.

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

Report of the President: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance and Employee Practices: Ms. Oakley made a motion, seconded by Ms. Vieth, to approve Resolution 2015-2016/4 authorizing the Library Director and Business Manager to execute required paperwork with all designated, eligible depository institutions for the fiscal year July 1, 2016 through June 30, 2017. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Milowski was absent. Motion carries.

Policy Review: Ms. Oakley reported that the committee met on June 1 to discuss the Use of the Library Policy, Personnel Policy, Collection Development Policy, Social Media Policy, and Meeting Room Policy. Mr. Archer went through the proposed changes to each one.

The Use of the Library policy was reviewed by legal counsel and the biggest changes are the addition of authors being allowed to sell their books at library events for which the Director will establish reasonable regulations and the addition of patrons being allowed to eat within designated areas of the library. He explained that the latter was added to accommodate the new vending machines that were purchased for the new Library “Café” as per the Strategic Plan. Ms. Oakley said that it is the committee’s recommendation to approve the revised policy as presented. Not requiring a second, roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Milowski was absent. The Use of the Library Policy is approved.

Mr. Archer explained that the Personnel Policy had the most number of changes and that it has gone through legal counsel twice. Most notable changes are the addition of language for non-exempt employees working during non-work hours and the tuition reimbursement benefit. He explained that the new language doesn’t change the benefit; it just more clearly defines it. Ms. Oakley said it is the committee’s recommendation to approve the revised policy as presented. Not requiring a second, roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Milowski was absent. The Personnel Policy is approved.

Mr. Archer explained that the Collection Development Policy was reworded and the formatting was improved. Article 6 was added to include language for the new equipment that is now available for check out. Ms. Oakley said that it is the committee’s recommendation to approve the revised policy as presented. Not requiring a second, roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Milowski was absent. The Collection Development Policy is approved.

Mr. Archer explained that all the changes being proposed in the Social Media Policy, except for the first paragraph, were recommended by legal counsel. Ms. Oakley said that it is the committee’s recommendation to approve the revised policy as presented. Not requiring a second, roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Milowski was absent. The Social Media Policy is approved.

Mr. Archer explained that the only changes made to the Meeting Room Policy were factual changes. i.e. The capacity at the Aspen Drive Library increased from 50 people to 80 because of the new parking lot recently installed. Ms. Oakley said that it is the committee’s recommendation to approve the revised policy as presented. Not requiring a second, roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Milowski was absent. The Meeting Room Policy is approved.

Building and Grounds: No report.

Development Committee: No report.

Resources, Services and Long Range Planning: Mr. Johnson reported that the meeting scheduled for June had to be postponed and is now tentatively scheduled for July 27, 2016. The committee will be meeting with the entire board to discuss the possible expansion of the Aspen Drive Library.

Technology: No report.

Libertyville Parking Commission Representative: Ms. Vieth reported that the parking garage construction is moving along. So far there are no rain delays and the Village is shooting for a December or January completion date. There has been some talk of a shuttle that will circulate around during Lunch in Park from 10:30 a.m. to 2 p.m. Depending on the reception of that, it will be revisited again in the fall/winter when the weather gets worse and it gets dark sooner. A survey to area restaurants shows that there have been no disruptions or decrease in business right now.

Friends Representative: No report.

RAILS Representative: No report.

Historical Society Representative: No report.

Other Business: Mr. Johnson made a motion, seconded by Mr. Larson to approve Ordinance 2015-2016/5 setting forth a schedule of regular meetings of the Board of Library Trustees of the Cook Memorial Public Library District for the Fiscal Year commencing July 1, 2016 and ending June 30, 2017. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Milowski was absent. Motion carries.

Mr. Johnson made a motion, seconded by Ms. Vieth to approve Ordinance 2015-2016/6 adopting the Prevailing Wage Rates for laborers, workers and mechanics employed by the Cook Memorial Public Library District. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; Ms. Quirke. Mr. Milowski was absent. Motion carries.

Secretary's Audit: Ms. Quirke appointed Wendy Vieth and Rob Schuler to the Secretary's Audit.

Non-resident Fee Program: Mr. Archer explained via a memo that the board of each public library is required by Illinois law to decide annually whether the library will participate in the state's nonresident fee program. Nonresidents are defined as "a person who resides outside the taxing area of a public library" [23Ill. Adm. Code 3030.10] Nonresidents have the option to annually purchase a card at the closest participating library for a fee at least equal to the cost paid residents. Mr. Johnson then made a motion, seconded by Ms. Oakley to affirm the Library's continued participation in the nonresident fee program, detailed under Public Act 92-1066, setting the annual fee for the card, using the State Library mathematical formula method, at \$394 effective July 1, 2016 through June 30, 2017. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Milowski was absent. Motion carries.

Communications: None

Public questions: None.

Adjourn to Closed Session: Due to the absence of Mr. Milowski, the closed session was canceled.

Adjournment: Ms. Oakley made a motion, seconded by Ms. Vieth, to adjourn the meeting. Having no further business, the meeting was adjourned at 7:29 p.m. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Milowski was absent. Motion carries.

Respectfully submitted,

Rob Schuler, Secretary

Bonnie Quirke, President