

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

July 19, 2016

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, July 19, 2016 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 6:38 p.m. Trustees present at roll call in addition to Ms. Vieth were: Tom Milowski, Jim Larson, and Ann Oakley. Ms. Quirke, Mr. Schuler, and Mr. Johnson were absent. In Mr. Schuler's absence, Ms. Vieth appointed Mr. Milowski as Secretary Pro-tem.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua, Administrative Assistant Gabriella Pantle, and Communications Coordinator Dari Carrè.

Public comment: None.

Approval of the Minutes: Ms. Oakley made a motion, seconded by Mr. Larson to approve the minutes of the June 21, 2016 regular meeting. Roll call was as follows: Ayes; Mr. Milowski, Mr. Larson, Ms. Vieth, and Ms. Oakley. Nays; none. Ms. Quirke, Mr. Schuler, and Mr. Johnson were absent. Motion carries.

Approval of the Bills: Mr. Milowski made a motion, seconded by Ms. Vieth, to approve the Bills Paid Report from June 17, 2016 through July 14, 2016 in the amount of \$901,905.31. Roll call was as follows: Ayes; Mr. Milowski, Mr. Larson, Ms. Vieth, and Ms. Oakley. Nays; none. Ms. Quirke, Mr. Schuler, and Mr. Johnson were absent. Motion carries. Mr. Milowski explained that the bills included \$153,000 for the semi-annual interest payment on the debt certificates and \$75,000 in Strategic Plan Expenditures (new office in Circulation, new digital studio and teen study room, new coin/bill acceptors). Also, with this being the last month in the fiscal year, the materials purchases were \$90k to \$100k higher than usual.

Report of the Director: Mr. Archer first reported on the statistical report and the circulation summary for the Fiscal Year. Door counts were up 2.5% overall and overall circulation was 1.5 million.

Mr. Johnson joined the meeting at 6:45 p.m.

Mr. Archer explained that checkouts of traditional media formats (DVDs & CDs) continue to decline as expected with the exception of video games which were up 26%. The eLibrary circulation is also up by 13.5% with eAudiobooks up 24%. LINKin checkouts have also increased by 4.3%. Mr. Archer noted that the more patrons who use LINKin, the less staff intervention that is needed.

The Summer Reading Club season will conclude at the end of July. The Exercise your Mind theme has been very popular, attracting 4,702 registrants as of mid-July, an increase of 3.5%

over the same period last year. Mr. Archer also reported that attendance at the Digital Dome Theater program on 7/9 at the Aspen Drive Library was great with 160+ kids attending. Eight visually appealing short films were shown over a four-hour period covering science topics such as dinosaurs, astronomy and habitats. Funding for this program was made possible by a generous donation from a long-time library resident and supporter.

Mr. Archer apprised Trustees of recent improvements over the last three months as part of the Library's Strategic Plan. At Cook Park Library, these improvements included vending machines being installed at the new Cafè adjacent to the outside courtyard, mystery books being relocated to the main level for easier browsing, DVDs and magazines being relocated for easier browsing, an architectural wall system being installed on the lower level to accommodate a new study room and relocated digital studio, new furniture and computer tables being ordered for the relocated teen area in the lower level, and digital signage being installed. At the Aspen Drive Library, improvements include digital signage being installed and new display shelving being installed for expanded selection of new and popular titles.

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

Report of the President: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance and Employee Practices: Mr. Milowski announced that the Budget and Appropriation Hearing has been scheduled for September 20, 2016 at 6:15 p.m. at the Cook Park Library.

Policy Review: No report.

Building and Grounds: No report.

Development Committee: No report.

Resources, Services and Long Range Planning: Mr. Johnson announced that the committee has a meeting on July 27, 2016 at 7 p.m. at the Cook Park Library and invited all Trustees to attend.

Libertyville Parking Commission Representative: No report.

Friends Representative: No report.

RAILS Representative: No report.

Historical Society Representative: No report.

Technology: No report.

Other Business: Mr. Milowski made a motion, seconded by Mr. Larson to approve Resolution 2016-2017/1 authorizing the destruction of audio recordings of closed sessions of the Cook Memorial Public Library District Board of Trustees as permitted by (5 ILCS 120/2.06c-1,2). Roll call was as follows: Ayes; Mr. Milowski, Mr. Larson, Ms. Vieth, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Quirke and Mr. Schuler were absent. Motion carries.

Communications: None

Public questions: None.

Closed Session as permitted by (5 ILCS 120/2-21): The closed session was tabled until the next board meeting.

Closed Session as permitted by (5 ILCS 120/2c-1): The closed session was tabled until the next board meeting.

Adjournment: Mr. Milowski made a motion, seconded by Mr. Johnson, to adjourn the meeting. Having no further business, the meeting was adjourned at 7:06 p.m. Roll call was as follows: Ayes; Mr. Milowski, Mr. Larson, Ms. Vieth, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Quirke and Mr. Schuler were absent. Motion carries.

Respectfully submitted,

Tom Milowski, Secretary Pro-tem

Wendy Vieth, President Pro-tem