

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

October 17, 2017

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, October 17, 2017 at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois. A quorum being present, the meeting was called to order by President Bonnie Quirke at 7:15 p.m. Trustees present at roll call in addition to Ms. Quirke were: Rob Schuler, Phyllis Dobbs, Jim Larson, Ann Oakley, Nate Johnson, and Wendy Vieth.

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

Public comment: None.

Approval of the Minutes: Mr. Schuler made a motion, seconded by Ms. Vieth, to approve the minutes of the Budget and Appropriation Hearing of September 19, 2017. Roll call was as follows: Ayes; Mr. Schuler, Ms. Dobbs, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Motion carries.

Mr. Larson made a motion, seconded by Ms. Dobbs, to approve the minutes of the regular meeting of September 19, 2017. Roll call was as follows: Ayes; Mr. Schuler, Ms. Dobbs, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Motion carries.

Approval of the Bills: Mr. Schuler made a motion, seconded by Ms. Dobbs, to approve the Bills Paid Report from September 16, 2017 through October 13, 2017 in the amount of \$584,558.82. Roll call was as follows: Ayes; Mr. Schuler, Ms. Dobbs, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Motion carries.

Report of the Director: Mr. Archer reported the monthly statistics followed by his narrative report. He announced that four staff members attended the Illinois Library Association Conference on Oct. 10-12 in Tinley Park where they attended a wide variety of informative sessions. The Library's online catalog and checkout system were down for a scheduled 24-hour upgrade period beginning Saturday afternoon, October 8 and was only down for 2 hours. The upgrade provides a number of enhancements for both the online catalog as well as the staff side of the system. The planned outage was heavily promoted to library patrons and completed mainly outside of library hours over the weekend. He provided an update to the Newsletter Bid process. The Library received six proposals from area printers for printing and mailing services of the *Ins & Outs* quarterly newsletter. Administrative staff will be reviewing the proposals in the upcoming weeks to select the most qualified vendor. He announced that the 16th anniversary of the popular Touch the Trucks program was held on Saturday, October 14 with more than 25 vehicles on display including a small airplane which was new for this year.

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

Report of the President: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance and Employee Practices: No report. Ms. Quirke announced that a meeting is scheduled for October 23, 2017 at 8 a.m. will last at least an hour.

Policy Review: Ms. Oakley reported that the committee met on October 2, 2017 and reviewed the following revised policies.

Family Medical Leave Act Policy: The only change made to this policy was to update the definition of “spouse” as recommended by legal counsel. It is a committee recommendation to approve. Not requiring a second, roll call was as follows: Ayes; Mr. Schuler, Ms. Dobbs, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. The policy is approved.

Records of the Secretary Policy: Some minor changes were made to storage and access to records and was reviewed by legal counsel. It is a committee recommendation to approve. Not requiring a second, roll call was as follows: Ayes; Mr. Schuler, Ms. Dobbs, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. The policy is approved.

Bloodborne Pathogens Policy: Minor procedural edits were made as recommended by the Management Association attorney. It is a committee recommendation to approve. Not requiring a second, roll call was as follows: Ayes; Mr. Schuler, Ms. Dobbs, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. The policy is approved

Building and Grounds: No report.

Development Committee: No report.

Resources, Services and Long Range Planning: No report. Possible meeting next month to discuss what items will go in the Maker Space.

Libertyville Parking Commission Representative: No report.

Friends Representative: No report.

RAILS Representative: No report.

Historical Society Representative: No report.

Technology: No report.

Adhoc Committee for Cooperative Opportunities: Ms. Quirke announced that a meeting should be scheduled next month.

Other Business: Mr. Johnson made a motion, seconded by Mr. Larson to approve Resolution 2017-2018/4 Approving and Adopting a Policy Regarding the Delivery and Sale of Alcoholic Liquors in Buildings Owned by the Cook Memorial Public Library District. Roll call was as follows: Ayes; Mr. Schuler, Ms. Dobbs, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Motion carries.

Communications: None.

Public questions: None.

Adjournment: Mr. Johnson made a motion, seconded by Mr. Schuler, to adjourn the meeting. Having no further business, the meeting was adjourned at 7:56 p.m. Roll call was as follows: Ayes; Mr. Schuler, Ms. Dobbs, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Motion carries.

Respectfully submitted,

Rob Schuler, Secretary

Bonnie Quirke, President