

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

January 23, 2018

**Call to order:** The regular meeting of the Cook Memorial Public Library District was held on Tuesday, January 23, 2018 at the Cook Park Library, 413 N. Milwaukee Ave., Libertyville, Illinois. 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: Nate Johnson, Wendy Vieth, Jim Larson, Ann Oakley, and Phyllis Dobbs. Rob Schuler was absent. In Mr. Schuler's absence, Ms. Quirke appointed Ms. Dobbs as secretary pro-tem.

There being a quorum at the meeting, Mr. Johnson made a motion, seconded by Mr. Larson, to allow Trustee Rob Schuler to participate in the meeting via conference call in accordance with the Library's Electronic Participation in Board Meetings Policy. Mr. Schuler, who was out of town on business, requested the electronic participation in advance. Roll call was as follows: Ayes; Mr. Johnson, Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Quirke and Ms. Dobbs. Nays; none. Motion carries.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua and Administrative Assistant Gabriella Pantle. Also present were district residents Harry Bishop and Melissa Phillips and Russell Lissau from the Daily Herald.

**Public comment:** None.

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

**Approval of the Bills:** Mr. Johnson made a motion, seconded by Mr. Larson, to approve the Bills Paid Report from December 14, 2017 through January 19, 2018 in the amount of \$1,532,556.97. Roll call was as follows: Ayes; Mr. Johnson, Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Quirke, Ms. Dobbs, and Mr. Schuler. Nays; none. Motion carries.

**Report of the Director:** Mr. Archer reported that he met with staff regarding requested tweaks to the statistical report and that trustees will be seeing them, including graphics, in the coming months. Some notable stats were that website visits were up 7% from this time last year; juvenile fiction and nonfiction were up, as well as eaudiobooks and ebooks. He announced that award-winning novelist Laurie Lico Albanese will be visiting Vernon Hills High School on Saturday, Feb. 24 to cap off the One Book, One Community program. Three area libraries – CMPLD, Indian Trails and Vernon Area have collaborated over the past two months to offer programs and book discussions surrounding Ms. Albanese's book, *Stolen Beauty*. ILA's annual President's Day Library Legislative Breakfast is coming up on Monday, February 19 at the Arboretum Club in Buffalo Grove. The breakfast features new ILA Executive Director Diane Foote as well as

area state and federal legislators. He also announced that the library will be collaborating with Hawthorn School District 73 and the Illinois Department of Human Services' Child & Family Connections service to offer early intervention screenings to parents of children birth through 5 years of age. CMPLD will be one of several sites in Lake County offering screening services beginning in April 2018. The partnership between Hawthorn 73 and CMPLD will empower parents and caretakers to provide developmental opportunities to their children. Screenings are conducted in person with the parent in an interview lasting 10-15 minutes. After screening, scoring/evaluation happens immediately with the parent receiving feedback. Scores indicate typical development, monitoring or referral to CFC. The surveys, which are available in English and Spanish, are funded by a \$600 grant from the Friends of the Library.

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

**Report of the President:** Ms. Quirke stressed the importance of the One Book, One Community event and said she applauds the efforts of staff for bringing the community together with this event. She encouraged trustees to attend the Legislative Breakfast in February and announced that the fundraising steering committee will be meeting on March 1 at Aspen. She will report on that at the March board meeting.

#### **Resolution 2017-2018/9 Confirming Plans for the Aspen Drive Library Expansion**

**Project:** Ms. Vieth made a motion, seconded by Mr. Johnson to approve Resolution 2017-2018/9. Roll call was as follows: Ayes; Mr. Johnson, Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Quirke, Ms. Dobbs, and Mr. Schuler. Nays; none. Motion carries.

### **REPORTS OF COMMITTEES AND REPRESENTATIVES**

**Finance & Employee Practices:** Mr. Schuler reported that the committee discussed financing options at their last meeting for the Aspen expansion and went through everything in detail. A final decision wasn't made but he is confident that when the committee comes to a conclusion, it will be thoroughly vetted. He also reported that the committee revised the Fund Balance Policy, which will go to the Policy Committee next month.

**Policy Review:** Ms. Oakley reported that they have a meeting scheduled on Tuesday, February 13, 2018.

**Building and Grounds:** Ms. Vieth reported that the committee had a meeting earlier this evening to rank the seven submissions received from construction management firms. After discussion, the committee narrowed it down to four firms for interviewing. The four that will be interviewed are Frederick Quinn Corp., Hezner Corp., Shales McNutt Construction, and Featherstone Inc. The interviews will take place on two weeknights in February with two interviews per night. Ms. Vieth noted that the committee would ideally like to make a recommendation for a final decision at the March board meeting.

**Development:** No report.

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

**Village of Libertyville Parking Commission Representative:** Ms. Vieth reported that the commission made a recommendation to no longer meet monthly now that the parking garages are complete. The decision was to meet quarterly with the dates being Feb. 20, May 15, August 21, and Sept. 18.

**Friends' Representative:** It was announced that the annual book sale will be April 20-22 at the Cook Park Library.

**RAILS Representative:** No report.

**Historical Society Representative:** No report.

**Technology Committee:** Mr. Johnson said that the committee will be having a meeting on Monday, February 5.

**Adhoc Committee for Cooperative Opportunities:** No report.

**Other Business:** Mr. Cerqua explained that the Post Issuance Tax Compliance Report is a formality and just needs to be filed every year. Ms. Dobbs made a motion, seconded by Mr. Larson to accept the Post Issuance Tax Compliance Report as presented. Roll call was as follows: Ayes; Mr. Johnson, Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Quirke, Ms. Dobbs, and Mr. Schuler. Nays; none. Motion carries.

**Communications:** None.

**Public questions:** None.

**Adjournment:** Mr. Johnson made a motion, seconded by Ms. Vieth, to adjourn the meeting. Having no further business, the meeting was adjourned at 7:00 p.m. Roll call was as follows: Ayes; Mr. Johnson, Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Quirke, Ms. Dobbs, and Mr. Schuler. Nays; none. Motion carries.

Respectfully submitted,

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Rob Schuler, Secretary

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Bonnie Quirke, President