

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

May 15, 2018

**Call to order:** The regular meeting of the Cook Memorial Public Library District was held on Tuesday, May 15, 2018 at the Cook Park Library, 413 N. Milwaukee Ave., Libertyville, Illinois. The meeting was called to order by President Bonnie Quirke at 6:33 p.m. Trustees present at roll call in addition to Ms. Quirke were: Jim Larson, Ann Oakley, and Wendy Vieth. Rob Schuler, Nate Johnson and Phyllis Dobbs were absent.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua, Senior Manager of Children's Services Melissa Phillips, Aspen Drive and Outreach Manager Brooke Bahnsen, and Administrative Assistant Gabriella Pantle.

Ms. Quirke appointed Mr. Larson as Secretary pro-tem in Mr. Schuler's absence.

**Public comment:** None.

**Electronic Participation:** Mr. Larson made a motion, seconded by Ms. Vieth, to allow Trustee Schuler to participate in the meeting electronically via conference call. Mr. Schuler is away on business and cannot attend in person. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Mr. Johnson and Ms. Dobbs were absent. Motion carries.

Mr. Johnson joined the meeting at 6:35 p.m.

Ms. Quirke announced that she would like to move Item 11 on the agenda to Item 5.

**Resolution 2017-2018/12:** Ms. Oakley made a motion, seconded by Ms. Vieth, to approve Resolution 2017-2018/12 honoring James Jelke for his service as a Friend of the Library. Roll call was as follows: Ms. Vieth, Mr. Johnson, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Schuler. Nays; none. Ms. Dobbs was absent. Motion carries. Mr. Jelke gave a brief speech thanking the board.

**Aspen Drive Library Facility Expansion Update:** Mr. Archer showed trustees an updated design of the expansion and explained that the drawings are based on recent feedback from library staff and trustees. Some of the changes from previous drawings shown are that the Quiet Reading Room was made larger and the Teen area was made slightly smaller. Staff felt that the Quiet Reading Room needed to be bigger based on patron concerns that there just aren't enough quiet spaces at the Aspen Drive Library. The Maker Space was also made larger with a glass wall to avoid too much noise and distraction in the café area. Mr. Archer announced that the architects would be attending the June board meeting to answer any questions the trustees might have. He also announced that Melissa Phillips and Brooke Bahnsen, who have been closely involved with the Aspen design process, are in attendance tonight to explain their thoughts on the designs in their respective areas. Ms. Phillips then spoke about the features that most excite the

staff in the children's area followed by Ms. Bahnsen who spoke about the other areas in the library. They both feel that this revised design meets the needs of both patrons and staff and includes many of the things that were requested. Mr. Archer then showed some 3D rendering of what the space inside would look like.

**Approval of Construction Management Contract with Featherstone, Inc.:** Mr. Archer referred trustees to the contract in the amount of \$404,924 for the Aspen Drive Library Expansion. He explained that the contract has undergone several revisions based on discussions between the library's attorney and Featherstone's legal counsel. The draft provided to the trustees is the latest version of the contract and reflects changes made by the Library for insurance requirements outlined in Article 2.6. He further explained that the contract covers preconstruction services, staffing and fees associated with the expansion project as outlined in Featherstone's fee calculation presented to Trustees at the April 17, 2018 board meeting. Expenses outlined in Article 5 and 11.6 of the contract are the responsibility of the Library and are typically the responsibility of the owner of the project. Mr. Johnson then made a motion, seconded by Ms. Oakley, to approve the contract with Featherstone, Inc. for the Aspen Drive Library Expansion Project. Roll call was as follows: Ms. Vieth, Mr. Johnson, Mr. Larson, Ms. Quirke, and Mr. Schuler. Nays; Ms. Oakley. Ms. Dobbs was absent. Motion carries.

**Approval of the Minutes:** Mr. Larson made a motion, seconded by Ms. Oakley, to approve the minutes of the regular meeting of April 17, 2018. Roll call was as follows: Ayes; Mr. Johnson, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Schuler. Nays; none. Ms. Vieth abstained. Ms. Dobbs was absent. Motion carries.

**Approval of the Bills:** Mr. Johnson made a motion, seconded by Mr. Larson, to approve the Bills Paid Report from April 14, 2018 through May 11, 2018 in the amount of \$623,278.90. Roll call was as follows: Ayes; Ms. Vieth, Mr. Johnson, Mr. Larson, Ms. Quirke, Ms. Oakley and Mr. Schuler. Nays; none. Ms. Dobbs was absent. Motion carries.

**Report of the Director:** Mr. Archer briefly went over the monthly statistics. He then reported that the Friends of the Library's annual book sale grossed \$5,036 and netted \$3,945 after expenses. Half of all materials were sold during the sale with the unsold materials being donated to Bernie's Books and Environmental Defenders of McHenry County. Thanks to a generous donation by the Friends, each library location now has a built-in, filtered bottle filling station. Mr. Archer then highlighted some of the library trends, statistics and issues affecting all types of libraries from the State of America's 2018 Summary Report. He reported on the recent Shoutbomb Text Notification promotion which proved to be a successful campaign. In addition to website and social media promotions, an estimated 450 bookmarks were distributed to also promote the service. The result was that registration of the Shoutbomb app increased from 412 to 491. There were also 169 unique views of the Shoutbomb page on the library's website which was more than double compared to the previous month. Lastly Mr. Archer reported on the staff training that took place on May 3.

**Approve Report of the Director:** Mr. Johnson made a motion, seconded by Ms. Oakley, to approve the Report of the Director. Roll call was as follows: Ayes; Ms. Vieth, Mr. Johnson, Mr.

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

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

## **REPORTS OF COMMITTEES AND REPRESENTATIVES**

**Finance & Employee Practices:** Ms. Quirke announced that the committee will be meeting on Friday, May 18 to review the budget and to hear a presentation on the differences between IMRF and other pension systems. A closed session will also be on the agenda for Mr. Archer's performance evaluation.

**Policy Review:** No report.

**Building and Grounds:** No report.

**Development:** Ms. Quirke reported that the Fundraising Steering Committee met with the consultant and that the campaign to send out letters to select area businesses and community members would move forward.

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

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

**Friends' Representative:** No report.

**RAILS Representative:** No report.

**Historical Society Representative:** No report.

**Technology Committee:** No report.

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

**Communications:** None.

**Public questions:** None.

**Adjournment:** Mr. Johnson made a motion, seconded by Mr. Larson to adjourn the meeting. Having no further business, the meeting was adjourned at 7:40 p.m. Roll call was as follows: Ayes; Ms. Vieth, Mr. Johnson, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Schuler. Nays; none. Ms. Dobbs was absent. Motion carries.

Respectfully submitted,

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Jim Larson, Secretary Pro-tem

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Bonnie Quirke, President