

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

June 19, 2018

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, June 19, 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: Jim Larson, Nate Johnson, Phyllis Dobbs, Rob Schuler, and Wendy Vieth. Ann Oakley was absent.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua, Senior Manager of Children's Services Melissa Phillips, and Administrative Assistant Gabriella Pantle. Also present were Dan Pohrte and Tiffany Nash from Product Architecture + Design and Russell Lissau from the Daily Herald.

Public Comment: None.

Nomination of New Secretary: Ms. Quirke reported that she received an email from Mr. Schuler, which stated that he regretfully must resign from the office of Secretary of the Board and that a new secretary must be nominated. With that, Ms. Quirke made a motion, seconded by Mr. Johnson to nominate Jim Larson to the office of secretary for Mr. Schuler's remaining term. Roll call was as follows: Ayes; Ms. Quirke, Mr. Larson, Mr. Johnson, Ms. Dobbs, Mr. Schuler, and Ms. Vieth. Nays; none. Ms. Oakley was absent. Motion carries.

Sunrise Rotary Club Request: Mr. Archer reported that as in previous years, the Libertyville Sunrise Rotary Club is requesting board approval to close the Cook Park Library's south exit on Church Street from noon on Friday, August 24 to noon on Sunday, August 26 to accommodate the North Shore Wine, Beer, Cigar and Food Fest. With the closure, patrons will need to exit the library parking lot using the Brainerd Avenue entrance/exit on that Friday afternoon and all day Saturday. Mr. Johnson then made a motion, seconded by Ms. Dobbs to approve the Sunrise Rotary Club's request to close the Cook Park Library's Church Street exit for the North Shore Wine, Beer, Cigar and Food Fest taking place on August 25. Roll call was as follows: Ayes; Ms. Quirke, Mr. Larson, Mr. Johnson, Ms. Dobbs, Mr. Schuler, and Ms. Vieth. Nays; none. Ms. Oakley was absent. Motion carries.

Aspen Drive Library Facility Expansion Update: Mr. Pohrte and Ms. Nash presented the latest design of the Aspen expansion floor plan and provided an initial cost projection prepared by Featherstone Construction Management for the trustees to review. Mr. Pohrte and Ms. Nash reported that at this time the project is very close to the budgeted amount of \$6.75 million. Trustees also reviewed a separate cost projection that Featherstone provided at the trustees request for \$493,138 to add structural features to the expansion that would allow for the addition of a second floor at some point in the future. A discussion ensued after which the trustees decided not to pursue this option. They would prefer to not increase the project's budget and just focus on enhancements to the proposed quiet study area and flexible space. Ms. Dobbs then

made a motion, seconded by Mr. Schuler, to exclude alternate #6 from Featherstone's Budget Estimate for accommodating a future second floor. Roll call was as follows: Ayes; Ms. Quirke, Mr. Larson, Mr. Johnson, Ms. Dobbs, Mr. Schuler, and Ms. Vieth. Nays; none. Ms. Oakley was absent. Motion carries.

Approval of the Minutes: Ms. Vieth made a motion, seconded by Mr. Johnson to approve the regular meeting minutes of May 15, 2018 as amended. Roll call was as follows: Ayes; Ms. Quirke, Mr. Larson, Mr. Johnson, Ms. Dobbs, Mr. Schuler, and Ms. Vieth. Nays; none. Ms. Oakley was absent. Motion carries.

Mr. Schuler made a motion, seconded by Ms. Vieth to approve the special meeting minutes of June 5, 2018. Roll call was as follows: Ayes; Ms. Quirke, Mr. Larson, Mr. Johnson, Ms. Dobbs, Mr. Schuler, and Ms. Vieth. Nays; none. Ms. Oakley was absent. Motion carries.

Approval of the Bills: Mr. Johnson made a motion, seconded by Ms. Dobbs, to approve the Bills Paid Report from May 12, 2018 through June 14, 2018 in the amount of \$761,859.93. Roll call was as follows: Ayes; Ms. Quirke, Mr. Larson, Mr. Johnson, Ms. Dobbs, Mr. Schuler, and Ms. Vieth. Nays; none. Ms. Oakley was absent. Motion carries.

Report of the Director: Mr. Archer reported that CMPLD's School Services Coordinator recently attended the Special Education District of Lake County's (SEDOL) annual lunch that recognizes the organizations that serve as job sites for their students in transition. CMPLD has served as a SEDOL job site for more than 15 years. Each school semester, the library has four or five high school students, with a very wide variety of skills sets, working at the library as part of their transition from high school. Mr. Archer also reported that a new Facilities Manager has been hired to replace Gary Murphy who retired earlier this month after 19 years with the library. Marcos Levy started on June 11 and has a wealth of library experience and extensive knowledge in facility management, project management and team building as Building & Security Manager at Lake Forest Library for the last 18 years. He announced that the Library will once again have a weekly presence at Mundelein LUNCH (Local United Network to Combat Hunger), a loose affiliation of volunteers who partner with the Northern Illinois Food Bank to serve free meals to children at two Mundelein Park District locations during the summer months. Every Friday during the summer, Spanish-speaking library staff visit Gordon Ray Park, which is in our library district. In addition to handing out free books, library staff members created a version of the library's summer reading program to encourage children to return weekly for lunch and a free book. They also bring flexible and simple hands-on activities each week. The Library's participation in this program gives community members who may not have the opportunity to visit the library an opportunity to see the wide range of services available from their public library. Lastly, Mr. Archer provided a list of Church Street closures that the Village of Libertyville prepared for the 2018 calendar year noting that the list is the same from last year.

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

Mr. Schuler left the meeting at 7:40 p.m.

Report of the President: Ms. Quirke discussed the fundraising letters that went out to people within the community asking them to participate in an interview with the fundraising consultant hired by the library to help determine the feasibility of a fundraising campaign. She asked trustees to give Ms. Pantle the names of any people they feel might be interested in participating.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: Ms. Dobbs reported on what was discussed at the Finance Committee meeting in May including the FY2018-2019 Budget for Operating Expenses, which the committee is recommending, be approved. Ms. Dobbs made a motion, seconded by Ms. Vieth to approve the FY2018-2019 Operating Budget. Roll call was as follows: Ayes; Ms. Quirke, Mr. Larson, Mr. Johnson, Ms. Dobbs, and Ms. Vieth. Nays; none. Ms. Oakley and Mr. Schuler were absent. Motion carries. Mr. Johnson then made a motion, seconded by Ms. Vieth to approve Resolution 2017-2018/13 authorizing the Library Director and Business Manager to execute required paperwork with all designated, eligible depository institutions for the fiscal year July 1, 2018 through June 30, 2019. Roll call was as follows: Ayes; Ms. Quirke, Mr. Larson, Mr. Johnson, Ms. Dobbs, and Ms. Vieth. Nays; none. Ms. Oakley and Mr. Schuler were absent. Motion carries. The trustees then discussed the scheduling of the Budget and Appropriation Hearing. They decided to schedule it for Tuesday, September 18, 2018.

Policy Review: No report.

Building and Grounds: No report.

Development: No report.

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: Mr. Johnson said that he would like to schedule a meeting in the next couple of months. Ms. Pantle will contact the committee members to set up a date.

Adhoc Committee for Cooperative Opportunities: No report.

Other Business: Ms. Vieth made a motion, seconded by Mr. Johnson to approve Ordinance 2017-2018/3 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 on July 1, 2018 and

ending June 30, 2019. Trustees then discussed how often the meetings should be held at the Aspen Drive Library with some trustees feeling strongly that more meetings should be held there. An amended motion was then made by Mr. Johnson and seconded by Ms. Dobbs to approve Ordinance 2017-2018/3 with the understanding that the locations may change at a later date. Roll call was as follows: Ayes; Ms. Quirke, Mr. Larson, Mr. Johnson, Ms. Dobbs, and Ms. Vieth. Nays; none. Ms. Oakley and Mr. Schuler were absent. Motion carries.

Mr. Larson made a motion, seconded by Ms. Vieth to approve Ordinance 2017-2018/4 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. Larson, Mr. Johnson, Ms. Dobbs, and Ms. Vieth. Nays; Ms. Quirke. Ms. Oakley and Mr. Schuler were absent. Motion carries.

Mr. Archer reported that the library has tentatively scheduled the program, *Ask a Sommelier: Holiday Wine Pairings*, on Monday, November 5, 2018 at Aspen Drive Library. Wine expert Phil Grenier, owner of Wine Knows in Grayslake, will present wine pairing options and serve tasting-size portions of wine. Per the Library's Alcoholic Liquors Sales and/or Delivery Policy, Library Trustees must approve any request for the sale and/or delivery of alcohol on library premises. He noted that the serving of wine at this program adheres to the conditions set forth in the policy. After discussion, Ms. Vieth made a motion, seconded by Mr. Johnson to approve wine being served at a library-sponsored program on November 5, 2018 at the Aspen Drive Library in accordance with the Alcoholic Liquors Sales and/or Delivery Policy pending proof of BASSET training. Roll call was as follows: Ayes; Ms. Quirke, Mr. Larson, Mr. Johnson, Ms. Dobbs, and Ms. Vieth. Nays; none. Ms. Oakley and Mr. Schuler were absent. Motion carries.

Mr. Archer then reported 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 card program. Nonresidents are defined as "a person who resides outside the taxing area of a public library" (75ILCS 16/30-55.60). Nonresidents have the option to annually purchase a library card at the closest participating library for a fee at least equal to the cost paid by residents. He noted that the CMPLD board has traditionally supported the nonresident card program even though there are no unserved areas adjacent to the Library's taxing area in which Cook Park or Aspen Drive is the closest library. Mr. Johnson made a motion, seconded by Mr. Larson to affirm the Library's continued participation in the nonresident card program, detailed under Public Act 92-1066, setting the annual fee for the card, using the State Library mathematical formula method, at \$399 effective July 1, 2018 through June 30, 2019. Roll call was as follows: Ayes; Ms. Quirke, Mr. Larson, Mr. Johnson, Ms. Dobbs, and Ms. Vieth. Nays; none. Ms. Oakley and Mr. Schuler were absent. Motion carries.

For the Secretary's Audit, Ms. Quirke appointed herself and Ms. Vieth. They will work with Ms. Pantle on scheduling a time.

Communications: Mr. Archer shared an email communication he received from a patron regarding the noise level at Aspen Drive Library from children within the general seating area and adults with and without children inside the computer room. Mr. Archer first referred this patron to the Safe Child Policy on our website. He then encouraged her to alert a staff member

when another patron is being too loud and also to use the study rooms and/or the Quiet Reading Room.

Mr. Johnson discussed acknowledging past board president Aaron Lawlor for his extensive participation in the last expansion and is proposing that the new teen area be named after him. The other trustees agreed and it will be put to a vote at a future meeting.

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 8:16 p.m. Roll call was as follows: Ayes; Ms. Quirke, Mr. Larson, Mr. Johnson, Ms. Dobbs, and Ms. Vieth. Nays; none. Ms. Oakley and Mr. Schuler were absent. Motion carries.

Respectfully submitted,

Jim Larson, Secretary

Bonnie Quirke, President