

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

September 18, 2018

**Call to order:** The regular meeting of the Cook Memorial Public Library District was held on Tuesday, September 18, 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: Rob Schuler, Phyllis Dobbs, Nate Johnson, Jim Larson, and Ann Oakley. Wendy Vieth 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 Tiffany Nash and Dan Pohrte of Product Architecture + Design, Brian Gilsinn of Featherstone Construction Management, and district resident Sarah Armstrong.

**Public Comment:** None.

**Aspen Drive Library Facility Expansion:** Mr. Gilsinn provided a detailed overview of the construction schedule. Highlights include:

- Feb. 11, 2019: Construction of new addition begins.
- May, 2019: Two existing study rooms close; items from compact shelving relocated. Librarians based in the Aspen office relocated until new office space is constructed.
- July, 2019: New addition opens.
- July, 2019: Construction begins of quiet study, flex space, and new west study rooms in the existing building. Some operations temporarily moved to new addition. No Programs in Meeting Room during this time.
- Oct., 2019: Projects in existing building completed. All spaces open to the public.
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Ms. Nash and Mr. Pohrte then provided an overview of flooring samples, paint colors and the furniture selected by staff at a recent trip to the Merchandise Mart in Chicago. They also discussed options for additional parking spaces and landscaping outside of the new addition.

**Approval of the Minutes:** Mr. Schuler made a motion, seconded by Ms. Dobbs to approve the regular meeting minutes of August 21, 2018 as presented. Roll call was as follows: Ayes; Mr. Schuler, Ms. Dobbs, Mr. Johnson, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Vieth was absent. Motion carries.

**Approval of the Bills:** Mr. Schuler made a motion, seconded by Mr. Johnson, to approve the Bills Paid Report from August 18, 2018 through September 14, 2018 in the amount of \$610,810.07. Roll call was as follows: Ayes; Mr. Schuler, Ms. Dobbs, Mr. Johnson, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Vieth was absent. Motion carries.

**Report of the Director:** After updating the board on statistics for the month, Mr. Archer provided an overview of recent changes to state statutes that were signed by Governor Rauner

over the past month and that are now in effect. He reported on the staff training session that took place on September 14, announced that petition packets for the 2019 municipal election can be picked up now and the auditors will present a draft of the FY2018 audit at the October 30 Finance Committee meeting before it goes to the full board in November.

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

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

## **REPORTS OF COMMITTEES AND REPRESENTATIVES**

**Finance & Employee Practices:** Ms. Quirke reported that a meeting is scheduled for October 30. Mr. Archer reported that Ehlers and Assoc., Inc. is closing their IL operation and that Mr. Cerqua is researching other companies.

**Policy Review:** Ms. Oakley reported that a meeting is scheduled for September 25.

**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:** Mr. Archer reported that the Village replaced the windows in the hallway that connects the library with the Cook House.

**Technology Committee:** Mr. Johnson reported that the committee met on July 31 and reviewed I.T. drawings of the Aspen Drive Library expansion and is considering having another meeting in November.

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

**Other Business:** Ms. Dobbs made a motion, seconded by Mr. Johnson to approve Ordinance 2018-2019/2 adopting the combined annual budget and appropriation of funds for Cook Memorial Public Library District, Lake County, IL for the fiscal year beginning on the 1<sup>st</sup> day of July, 2018, and ending on the 30<sup>th</sup> day of June, 2019. Roll call was as follows: Ayes; Mr.

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

Mr. Archer reported on the requirements to receive the Illinois Public Library Per Capita Grant. He explained that the program was established to assist Illinois public libraries to improve and increase library services within their service areas. In the last fiscal year, the Per Capita program was fully funded with CMPLD receiving \$74,803. He further explained that as part of the 2019 application requirements, Trustees are asked to review chapters 6-10 of the Trustee Facts File and to complete at least one online education opportunity that focuses on meeting the needs of patrons with challenges or disabilities no later than December 31, 2018. The chapters from the Trustee Fact Files have been included in the board packets and links to eligible online programs will be provided via email.

**Communications:** None.

**Public questions:** None.

**Adjournment:** Ms. Dobbs made a motion, seconded by Mr. Schuler to adjourn the meeting. Having no further business, the meeting was adjourned at 8:00 p.m. Roll call was as follows: Ayes; Mr. Schuler, Ms. Dobbs, Mr. Johnson, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Vieth was absent. Motion carries.

Respectfully submitted,

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James Larson, Secretary

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Bonnie Quirke, President