

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

May 18, 2021

**Call to order:** The regular meeting of the Cook Memorial Public Library District was held virtually via Zoom on Tuesday, May 18, 2021 as authorized by Illinois Public Act 101-0640. The meeting was called to order by President Wendy Vieth at 6:32 p.m. Trustees in attendance in addition to Ms. Vieth were Jim Larson, Ann Oakley, Phyllis Dobbs, Karen Singer, and Laura Valenziano.

Staff members in attendance were Library Director David Archer, Business Manager Russ Cerqua, and Executive Administrative Assistant Gabriella Pantle. Also in attendance were Trustee-elect Kristen Palic, newly appointed Trustee Nate Johnson, Friends of the Library President Jim Jelke, and district residents Deb Ader and James Spencer.

**Public Comment:** Mr. Spencer asked if materials were still being quarantined. Mr. Archer answered that the Library is following the lead of RAILS and other libraries by eliminating the quarantine period for returned materials. Continued research shows that COVID-19 mainly spreads through respiratory droplets in the air, including recent research from the CDC.

**Swearing in of Trustees:** Notary Public Gabriella Pantle swore in Trustees elect Phyllis Dobbs, Laura Valenziano and Kristen Palic as well as newly appointed Trustee Nate Johnson.

**Election of Officers:** Ms. Dobbs made a motion, seconded by Ms. Valenziano to nominate Wendy Vieth to the office of President. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, Ms. Palic, and Mr. Johnson. Nays; none. Motion carries.

Ms. Dobbs made a motion, seconded by Ms. Vieth to nominate Jim Larson to the office of Vice-President. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, Ms. Palic, and Mr. Johnson. Nays; none. Motion carries.

Mr. Larson made a motion, seconded by Ms. Palic to nominate Karen Singer to the office of Secretary. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, Ms. Palic, and Mr. Johnson. Nays; none. Motion carries.

Ms. Vieth made a motion, seconded by Ms. Dobbs to nominate Phyllis Dobbs to the office of Treasurer. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, Ms. Palic, and Mr. Johnson. Nays; none. Motion carries.

**Approval of the Minutes:** Ms. Vieth made a motion, seconded by Mr. Larson to approve the minutes of the regular meeting of April 20, 2021. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, and Ms. Palic. Nays; none. Mr. Johnson abstained. Motion carries.

Ms. Vieth made a motion, seconded by Ms. Valenziano to approve the minutes of the special meeting of May 4, 2021. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, and Ms. Palic. Nays; none. Mr. Johnson abstained. Motion carries.

Ms. Vieth made a motion, seconded by Ms. Singer to approve the closed session of May 4, 2021. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, and Ms. Palic. Nays; none. Mr. Johnson abstained. Motion carries.

Ms. Vieth made a motion, seconded by Ms. Dobbs to approve the special meeting of May 11, 2021. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, and Ms. Palic. Nays; none. Mr. Johnson abstained. Motion carries.

Ms. Vieth made a motion, seconded by Ms. Dobbs to approve the closed session of May 11, 2021. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, and Ms. Palic. Nays; none. Mr. Johnson abstained. Motion carries.

**Approval of the Bills:** Ms. Dobbs made a motion, seconded by Mr. Johnson to approve the Bills Paid Report from April 17, 2021 through May 14, 2021 in the amount of \$581,327.97. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, Ms. Palic, and Mr. Johnson. Nays; none. Motion carries.

**Report of the Director:** Mr. Archer reported that even with the reduced number of people in our buildings, the number of checkouts is still very robust. E-library remains strong with an increase of 32%. He then discussed the EDI Task Force and explained some of the things that they do. Mr. Archer also reported that he attended a meeting with representatives from the Libertyville Civic Center Foundation regarding using the Cook Park Library parking lot for overflow of seating during Libertyville Days for a music concert and would like to ask Trustees to consider this. He noted that more about this will appear in the June packet for the meeting on June 15 when the Civic Center will present their request. He briefly reported on a unionization effort making an active foray into libraries noting that several employees had been contacted. A letter reviewed by library legal counsel was sent out to all employees listing all the benefits they currently receive without union representation.

Mr. Archer then provided a library services update and outlined some upcoming changes to the existing Covid-19 restrictions that will become effective June 1. Per the CDC mask guidance, vaccinated patrons can use the library without a mask except in the children's and teen areas because children under 12 are not yet able to get the vaccine. Tables, computers and chairs will continue to be appropriately distanced, adult patrons attending outdoor programs and book discussions will not be required to wear a mask but children and teens will be required to wear a mask. Staff will continue to wear masks for the time being in public areas of the building when the library is open to the public but that will be periodically reassessed. Lastly, updated state guidelines will expand the number of employees allowed to work in the offices.

He also provided an update on the Grayslake Bike Share Program which had briefly been discussed at a previous board meeting and which trustees had shown some interest in. The two-year pilot program offers short-term bike rentals for a small fee at strategic locations around Grayslake. Individuals rent a bike using a phone app and have use of the bike for as long as the user wants, after which the bike must be returned to designated racks in Grayslake. At the request of trustees to obtain more information on the program, Mr. Archer met with Koloni Inc., to collect specifics which he shared with trustees.

Lastly Mr. Archer reported that Libertyville-based landscaping company Rosborough Partners is celebrating their 30<sup>th</sup> anniversary by planting 30 trees at different locations throughout the area this spring and summer with the Library being a recipient of one of those trees—a red bud—that was planted at Cook Park Library outside the northeast windows.

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

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

## **REPORTS OF COMMITTEES AND REPRESENTATIVES**

**Finance & Employee Practices:** No report.

**Policy Review:** Ms. Vieth announced that she would like to go back to the original policy committee format and let the committee of the whole lapse at the end of May.

**Building and Grounds:** No report.

**Development:** No report.

**Technology:** No report.

**Resources, Services & Long-Range Planning:** No report.

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

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

**Friends Representative:** Mr. Archer reported that he spoke with Jim Jelke about potentially having a book sale this summer.

**RAILS Representative:** No report.

**Historical Society Representative:** Ms. Singer reported that Cook House tours will be starting mid-June and that the Historical Society will be participating in Libertyville Days.

**Other Business:**

Approval of Resolution 2020-2021/18: Mr. Archer explained that this resolution reflects the revisions made to the Meeting Room Policy as reviewed and discussed at the May 4, 2021 special board meeting. Ms. Vieth made a motion, seconded by Ms. Dobbs to approve Resolution 2020-2021/18 adopting the revised Meeting Room Policy. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, Ms. Palic, and Mr. Johnson. Nay; none. Motion carries.

Approval of Resolution 2020-2021/19: Mr. Archer explained that this resolution reflects the revisions made to the Alcoholic Liquors Sales and/or Delivery Policy as reviewed and discussed at the May 4, 2021 special board meetings. Ms. Vieth made a motion, seconded by Ms. Dobbs to approve Resolution 2020-2021/19 adopting the Alcoholic Liquors Sales and/or Delivery Policy. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, Ms. Palic, and Mr. Johnson. Nays; none. Motion carries.

**Communications:** None.

**Public Questions:** None.

**Adjournment:** Ms. Singer made a motion, seconded by Ms. Dobbs to adjourn the meeting. Having no further business, the meeting was adjourned at 7:51 p.m. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, Ms. Palic, and Mr. Johnson. Nays; none. Motion carries.

Respectfully submitted,

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Karen Singer, Secretary

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Wendy Vieth, President