

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

July 20, 2021

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, July 20, 2021 at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois. The meeting was called to order by President Wendy Vieth at 6:31 p.m. Trustees present at roll call in addition to Ms. Vieth were: Jim Larson, Phyllis Dobbs, Karen Singer, Laura Valenziano, Nate Johnson, and Kristen Palic.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua and Administrative Assistant Gabriella Pantle.

Public Comment: None.

Approval of Minutes: Ms. Vieth made a motion, seconded by Mr. Larson to approve the minutes of the regular meeting of June 15, 2021. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Valenziano, Mr. Johnson, and Ms. Palic. Nays; none. Ms. Vieth abstained. Motion carries.

Ms. Vieth made a motion, seconded by Mr. Johnson to approve the minutes of the Adhoc Committee of Cooperative Opportunities meeting of March 19, 2019. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Valenziano, Mr. Johnson, and Ms. Palic. Nays; none. Motion Carries.

Approval of the Bills: Ms. Dobbs made a motion, seconded by Mr. Johnson to approve the Bills Paid Report for the period of June 12, 2021 through July 16, 2021 in the amount of \$955,040.27. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Valenziano, Mr. Johnson, and Ms. Palic. Nays; none. Motion carries.

Report of the Director: From the Statistical Report, Mr. Archer noted that compared to 2019, 2021 visitor counts are down due to there not being any in-person programming and also that reference questions are down quite drastically. On the other hand, he reported that eLibrary numbers are 15% higher than 2019 with eBooks leading the pack.

He then announced that Children's Assistant Manager Heather Beverley has been awarded the Illinois Library Association's Davis Cup, which is presented annually to "a person who has made an outstanding contribution in library service to young people." The award not only looks at the programs and activities at the recipient's library, but also their service to the profession in general through participation in professional organizations and within the larger library community. He went on to say that one of Ms. Beverley's most significant contributions to the profession is in the area of STEM (Science, Technology, Engineering and Mathematics) programming for children which included a series of STEM programs for grade school children and a blog. He noted that she has been selected and/or invited to present workshops and webinars for PLA, ALA, and other organizations on how other children's librarians could launch STEM programming in their own libraries. The Davis Award will be presented to her at an awards ceremony during the 2021 Illinois Library Association Annual Conference in October.

Mr. Archer then provided a COVID operations update and reported on online scheduling of Library amenities such as notary service, study rooms and digital studios.

One trustee asked about the bookmobile operations. Mr. Archer replied that the bookmobile is currently doing stops at daycare centers and the Vernon Hills Farmers Market. He reported that two bookmobile staff members were lost to retirement and that the Library is in the process of hiring a driver. Once that position is filled, neighborhood stops will be able to start again. Hopefully in the next few weeks.

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

Report of the President: Ms. Vieth announced the committee appointments as follows:

Building and Grounds: **Jim Larson, Chair**

Karen Singer
Kristen Palic

Finance:

Phyllis Dobbs, Chair

Wendy Vieth
Laura Valenziano
Nate Johnson

Policy:

Lauren Valenziano, Chair

Karen Singer
Kristen Palic

Development:

Committee of the Whole

**Resources, Services and
Long Range Planning:**

Wendy Vieth, Chair

Jim Larson
Phyllis Dobbs
Nate Johnson

Technology

Nate Johnson, Chair

Jim Larson
Kristen Palic

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: Ms. Dobbs reported that the main topic of discussion at their July 13 committee meeting was the budget and that they are looking at a few things before presenting it to the full board.

Policy Review: Ms. Valenziano reported that the committee met yesterday and provided a brief update on what was discussed at that meeting.

Building and Grounds: Mr. Archer reported that construction on the new Aspen Drive Library drive-up window begins on August 3 and should take approximately 4 weeks to complete. The goal is for it to be done by Labor Day. He noted that there will be a portable drop-off box during the construction.

Mr. Archer also reported that all the prep work for the new generator is done but that the generator itself hasn't been delivered yet.

Development: No report.

Technology: No report.

Resources, Services and Long Range Planning: No report. Possible meeting in September.

Village of Libertyville Parking Commission Representative: No report.

Friends' Representative: No report.

RAILS Representative: No report.

Historical Society Representative: Ms. Singer reported that the Historical Society is doing some updating to the Cook House. They are also considering changing their name to just the Libertyville Historical Society since Mundelein has branched off on their own.

Other Business: None.

Communications: None.

Adjourn to Closed Session: At 7:13 p.m. Ms. Vieth made a motion, seconded by Mr. Larson to adjourn to closed session as permitted by (5 ILCS 120/2-21) for the review of closed session minutes. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Valenziano, Mr. Johnson, and Ms. Palic. Nays; none. Motion carries.

Open Session Resumes: The Board went back into open session at 7:24 p.m.

Public questions: None.

Adjournment: Ms. Vieth made a motion, seconded by Mr. Larson to adjourn the meeting. Having no further business, the meeting was adjourned at 7:26 p.m. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Valenziano, Mr. Johnson, and Ms. Palic. Nays; none. Motion carries.

Respectfully submitted,

Karen Singer, Secretary

Wendy Vieth, President