

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

October 19, 2021

**Call to order:** The regular meeting of the Cook Memorial Public Library District was held on Tuesday, October 19, 2021 at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois. The meeting was called to order by President Wendy Vieth at 6:30 p.m. Trustees present at roll call in addition to Ms. Vieth were: Jim Larson, Phyllis Dobbs, Karen Singer, Nate Johnson, and Kristen Palic.

Staff members present were Library Director Dave Archer, Business Manager Russ Cerqua, and Executive Assistant Gabriella Pantle. Also in attendance was newly appointed trustee Deb Ader.

**Public Comment:** None.

**Swearing in of New Trustee:** Notary Ms. Pantle swore in newly appointed trustee Deb Ader.

**Approval of Minutes:** Ms. Dobbs made a motion, seconded by Ms. Ader to approve the minutes of the Budget and Appropriation Hearing of September 21, 2021. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, and Ms. Ader. Nays; none. Mr. Johnson abstained. Motion carries.

Ms. Singer made a motion, seconded by Ms. Dobbs to approve the minutes of the regular meeting of September 21, 2021 as amended. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, and Ms. Ader. Nays; none. Mr. Johnson abstained. Motion carries.

Ms. Dobbs made a motion, seconded by Mr. Johnson to approve the minutes of the special meeting of October 12, 2021 as amended. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Motion carries.

Ms. Ader made a motion, seconded by Ms. Palic to approve the minutes of the closed session of October 12, 2021. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Motion carries.

**Approval of the Bills:** Ms. Dobbs made a motion, seconded by Mr. Larson to approve the Bills Paid Report for the period of September 18, 2021 through October 15, 2021 in the amount of \$765,428.97. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Motion carries.

**Report of the Director:** Mr. Archer reported from the Librarian's Statistical Report that door counts this September compared to September, 2020 have gone up 20% at Cook Park and 87% at Aspen Drive. He also reported that eLibrary and adult fiction checkouts remain robust.

He then made trustees aware of three recently enacted laws from the Illinois General Assembly and also explained for the new trustees on the board what Reaching Across Illinois Library System (RAILS) is. He explained further that RAILS is a regional library system and government agency that provides services to libraries in the northern and west-central areas of Illinois. Based in Burr Ridge, RAILS serves approximately 1,300 private, public, school and university library members, which have more than 4,200 library facilities in a 27,000 square mile area. He then listed some of the services that RAILS provides to CMPLD.

Mr. Archer announced that the new drive-up window at Aspen Drive officially opened on Thursday, September 30 and that a variety of promotional pieces have already gone out with additional pieces planned soon to spread the word to patrons. He reported that the Centennial celebration at Cook Park took place this past Sunday with a good turnout and that the Aspen Drive celebration will be taking place this Sunday, October 24 from 2-4pm. He noted that the Friends of the Library provided funds for CMPLD-themed treats to be handed out during the celebration at both locations.

He also announced that the Library was awarded a \$5,289 grant for reimbursement costs associated with the purchase of additional freestanding HEPA air purifiers and filter replacements for existing units. He noted that grant funds were administered by the Illinois State Library as part of the On the Road to Recovery: Transforming Library Spaces grant from the American Rescue Plan Act (ARPA). The grant program provides financial support to libraries so that library spaces can be modified in response to and recovery from the COVID-19 pandemic.

Lastly he reported that a representative from Gallagher Bassett, the Library's administrator of the LIRA insurance consortium, visited Cook Park and Aspen Drive on October 11 and met with the facilities team to assess safety and security issues. He explained that the intent of the visit is to identify and resolve potential issues to reduce the Library's risk of liability claims.

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

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

## **REPORTS OF COMMITTEES AND REPRESENTATIVES**

**Finance & Employee Practices:** Ms. Dobbs had nothing to report but announced that the committee has a meeting scheduled on November 2.

**Policy Review:** No report.

**Building and Grounds:** Mr. Larson had nothing to report but announced that the committee has a meeting scheduled on October 26.

**Development:** No report.

**Technology:** Mr. Johnson had nothing to report but announced that the committee has a meeting scheduled on November 9.

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

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

**Friends' Representative:** Ms. Dobbs thanked the Friends for all the things they have funded recently and suggested that the Board send them a card.

**RAILS Representative:** No report.

**Historical Society Representative:** Ms. Singer reported that the walking tour was rescheduled for October 24 at 2pm.

**Other Business:**

**Approval of Resolution 2021-2022/6:** Mr. Archer explained that this resolution reflects the changes made to the Victims' Economic Security and Safety Act (VESSA) Policy as reviewed and discussed at the October 12, 2021 special board meeting. Ms. Dobbs made a motion, seconded by Ms. Vieth to approve Resolution 2021-2022/6 adopting the revised VESSA Policy. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Motion carries.

**Approval of Resolution 2021-2022/7:** Mr. Archer explained that this resolution reflects the changes made to the Use of the Library Policy as reviewed and discussed at the October 12, 2021 special board meeting. Ms. Dobbs made a motion, seconded by Ms. Palic to approve Resolution 2021-2022/7 adopting the revised Use of the Library Policy. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Motion carries.

**Approval of Resolution 2021-2022/8:** Mr. Archer explained that this resolution reflects the changes made to the ADA Compliance Policy as reviewed and discussed at the October 12, 2021 special board meeting. Ms. Palic made a motion, seconded by Ms. Singer to approve Resolution 2021-2022/8 adopting the revised ADA Compliance Policy. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Motion carries.

**Approval of Resolution 2021-2022/9:** Mr. Archer explained that this resolution reflects the changes made to the Elections Policy as reviewed and discussed at the October 12, 2021 special board meeting. Ms. Dobbs made a motion, seconded by Ms. Ader to approve Resolution 2021-2022/9 adopting the revised Elections Policy. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Motion carries.

Approval of Resolution 2021-2022/10: Mr. Archer explained that this resolution reflects the changes made to the Records of the Secretary Policy as reviewed and discussed at the October 12, 2021 special board meeting. Ms. Ader made a motion, seconded by Mr. Larson to approve Resolution 2021-2022/10 adopting the revised Records of the Secretary Policy. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Motion carries.

Approval of Resolution 2021-2022/11: Mr. Archer explained that this resolution reflects the changes made to the Bloodborne Pathogens Policy as reviewed and discussed at the October 12, 2021 special board meeting. Ms. Palic made a motion, seconded by Ms. Singer to approve Resolution 2021-2022/11 adopting the revised Bloodborne Pathogens Policy. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Motion carries.

Approval of Resolution 2021-2022/12: Mr. Archer explained that this resolution reflects the changes made to the Telecommuting Policy as reviewed and discussed at the October 12, 2021 special board meeting. Ms. Dobbs made a motion, seconded by Ms. Ader to approve Resolution 2021-2022/12 adopting the revised Telecommuting Policy. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Motion carries.

**Communications:** None.

**Public questions:** None.

**Adjournment:** Ms. Vieth made a motion, seconded by Ms. Ader to adjourn the meeting. Having no further business, the meeting was adjourned at 7:13 p.m. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Motion carries.

Respectfully submitted,

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Karen Singer, Secretary

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Wendy Vieth, President