

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

December 15, 2022

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Thursday, December 15, 2022 at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois. President Wendy Vieth called the meeting to order at 6:31 p.m. Trustees present at roll call in addition to Ms. Vieth were: Jim Larson, Phyllis Dobbs, Karen Singer, Nate Johnson, Kristen Palic, and Deb Ader.

Staff members present were Library Director David Archer and Finance Director Russ Cerqua.

Public Comment: None.

Approval of Minutes: Ms. Palic made a motion, seconded by Mr. Larson to approve the minutes of the regular meeting of November 15, 2022. 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 Ms. Ader to approve the Bills Paid Report for the period of November 12, 2022 through December 9, 2022 in the amount of \$935,753.93. 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: Looking at the statistics, Mr. Archer reported that it was a good month in terms of visitors with a 25% increase over this time last year. He also reported that the number of app users increased a robust 50%.

In response to Mr. Johnson's inquiry last month regarding the high number of foreign language checkouts, Mr. Archer announced that he did some research and found that there had been a lot of teacher requests for foreign language titles, especially for Ukrainian. There were also a lot more titles on display which were checked out. Those two things combined attributed to the big increase in checkouts for foreign language materials.

As part of Mr. Archer's Narrative Report, he explained that as part of the 2023 Illinois Public Library Per Capita and Equalization Aid Grant, Illinois libraries are to continue reviewing a checklist to determine progress toward meeting 200+ standards set by the Illinois Library Association. CMPLD received approximately \$75K Per Capita grant funds, which is a budgeted revenue item. He noted that a copy of *Serving Our Public 4.0: Standards for Illinois Public Libraries* has been provided to Trustees separately which shows that CMPLD meets the vast majority of standards. He further noted that no action is required by board members.

He next reported that the Cook Park Window Replacement Project is set to conclude on December 21 and that a walk-through with the construction manager, architects and administrative staff is planned for Monday, December 19.

Mr. Archer concluded his Narrative Report with his monthly “Odds and Ends” which included a report on the “Bookies University” program and the Shelftalkers Roundtable Book Club, the Vernon Hills High School Real Life Interview in which he and High School Librarian Mark Morton participated and the upcoming Study Night at the Library taking place on December 20. Additionally he reported that the library collaborates with the Lake County Health Department to conduct early intervention screenings for children ages 2 months to 5 years. He explained that this screening is the first step in determining if a child has developmental issues that should be referred to the Health Department for further evaluation. He noted that members of the children’s staff are trained to use a standard screening tool to conduct a one-on-one interview with the parent while observing the child.

He also reported that, using equipment from the Digital Studio, the children’s department offered an intergenerational program called Record-a-Gift that focused on helping family’s record favorite stories and memories to share with loved ones during the holiday season. Taking place at both Aspen and Cook libraries, 45 patrons from 16 families participated making it a great way to introduce them to the Digital Studio and the wonderful technology that is available for patrons.

Lastly, he noted that for the second year, the Vernon Hills Police Department reached out to the children’s department for help with their Cops and Kids event, which is a holiday celebration involving 50 area children who are economically disadvantaged. As part of the event, the children receive a gift bag that includes a book donated by the library and other treats.

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. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Motion carries.

Based on a question by Ms. Palic regarding written by-laws that govern the board of trustees that is listed as one of the standards that needs to be met in the Standards for Illinois Public Libraries, the board had a brief discussion on their by-laws and the Ethics Policy. They requested that copies of both be made available at the next board meeting for them to review.

Report of the President: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: Ms. Dobbs reported on what the committee discussed at the Finance & Employee Practices meeting on December 1 and explained the process for how they reached their decisions for Resolution 2022-2023/8 and Resolution 2022-2023/13. She then made a motion, seconded by Ms. Ader to approve Resolution 2022-2023/8 authorizing the transfer of \$158,000 from the General Reserve Fund to the Special Reserve Fund and a \$290,000 addition to reserves for the replacement of Computers and an Outreach vehicle. 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. Dobbs made a motion, seconded by Mr. Johnson to approve Resolution 2022-2023/13 authorizing changes to staff salary bands effective January 1, 2023. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, Ms. Palic, and Mr. Ader. Nays; none. Motion carries.

Ms. Dobbs then reported that one other item that was discussed at the last Finance Committee meeting was a Capital Assets Policy noting that this was something the auditors suggested be put in place. She stated that the committee did look at a preliminary example from a municipal entity but they feel that more research needs to be done. They will continue working on it and will bring it to the full board at a later date.

Policy Review: No report. Ms. Palic did say that the committee is meeting in January.

Building and Grounds: No report but Mr. Archer stated that the committee should meet some time after the New Year to discuss an electrical expenditure for Aspen that will likely be sizeable. He noted that they are investigating different options now and will report back to the committee whenever they meet next. He explained that the bollard lights and the decorative lights shining onto the building are not working but the scope of the problem is not yet known. He did say that administration is looking into temporary lights that can be used until this issue is resolved.

Development: No report.

Technology: No report.

Resources, Services and Long Range Planning: Mr. Archer reported that the Strategic Plan was presented to the entire staff on December 2 at the staff meeting and was very well received. He noted that the plan will start being implemented after the New Year.

Village of Libertyville Parking Commission Representative: No report.

Friends' Representative: No report. The next book sale will be April 21-23.

RAILS Representative: No report.

Historical Society Representative: Ms. Singer reported that the Historical Society shopping page, on which they will be selling prints, is up and running.

OTHER BUSINESS:

Approval of Resolution 2022-2023/9: Mr. Archer explained that additional wood blocking was required on the sill at the south end of the nonfiction area in order to secure new window frames. Ms. Vieth made a motion, seconded by Ms. Dobbs to approve Resolution 2022-2023/9

approving change order #2 with Manusos General Contracting, Inc. in the amount of \$595.01. 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 2022-2023/10: Mr. Archer reported that cold air was discovered seeping in between control joints and vertical steel columns at the west windows in the adult nonfiction area. He further explained that this area is outside the scope of the project, so the Library authorized 3.5 hours of work to caulk in between the steel columns and brick walls. Ms. Vieth made a motion, seconded by Mr. Larson to approve Resolution 2022-2023/10 approving change order #9 with Prime Architectural Metal and Glass in the amount of \$848. 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 2022-2023/11: Mr. Archer explained that with temperatures forecasted to be in the low teens on November 19-20, additional plastic sheeting was installed in the Fiction Room to keep interior temperatures from falling below recommended levels while the window replacement was underway. Ms. Vieth made a motion, seconded by Ms. Dobbs to approve Resolution 2022-2023/11 approving change order #6 with Prime Architectural Metal and Glass in the amount of \$294.12. 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 2022-2023/12: Mr. Archer explained that the width of the limestone wall base needed to be reduced in order to accommodate three replacement emergency doors in the Fiction Room. Ms. Vieth made a motion, seconded by Ms. Ader to approve Resolution 2022-2023/12 approving change order #3 with National Wrecking Co. in the amount of \$762.10. 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: Ms. Singer and Ms. Palic reported on their experiences during their sessions of Talk With a Trustee.

Public questions: None.

Adjournment: Ms. Vieth made a motion, seconded by Ms. Dobbs to adjourn the meeting. Having no further business, the meeting was adjourned at 7:40 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,

Karen Singer, Secretary

Wendy Vieth, President