

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

January 17, 2023

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, January 17, 2023 at the Cook Park Library, 413 N. Milwaukee Ave., Libertyville, 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, Karen Singer, Nate Johnson, Kristen Palic, and Deb Ader. Phyllis Dobbs was absent.

Staff members present were Library Director David Archer, Finance Director Russ Cerqua, and Executive Assistant Gabriella Pantle. Also present was district resident Sara Lawton.

Public Comment: None.

Approval of the Minutes: Ms. Palic made a motion, seconded by Mr. Larson to approve the minutes of the regular meeting of December 15, 2022. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Ms. Dobbs was absent. Motion carries.

Approval of the Bills: In Ms. Dobbs' absence, Ms. Ader made a motion, seconded by Ms. Singer to approve the Bills Paid Report for the period of December 10, 2022 through January 13, 2023 in the amount of \$1,753,330.80. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Ms. Dobbs was absent. Motion carries.

Report of the Director: After a brief look at statistics, Mr. Archer reported on new state laws that are effective January 1, 2023. One is the Child Bereavement Act which has been renamed the Family Bereavement Act and now mandates up to two weeks of unpaid leave due to the death of an employee's children, stepchildren, spouse, domestic partner, sibling, parents, mother-in-law, father-in-law, grandchildren, grandparents, or stepparents. He explained that children include biological, adopted, or foster children; stepchildren; legal wards; and children of a person standing in loco parentis. He explained further that leave under the new law is also available for miscarriage, unsuccessful round(s) of intrauterine insemination or of an assisted reproductive technology procedure, failed adoption, failed surrogacy agreement, diagnosis that negatively impacts pregnancy or fertility, or stillbirth. He noted that the revised Personnel Policy being presented tonight for approval includes these changes.

Another state law is the Create a Respectful and Open Workplace for Natural Hair (CROWN) Act which amends the Illinois Human Rights Act to specifically prohibit discrimination based on "traits associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists."

The last new state law is the One Day Rest in Seven Act which has been amended to require that non-exempt employees be provided with at least one day off in any consecutive seven-day period, instead of the former requirement that mandated at least one day off in any *calendar* week. The new law also requires an additional unpaid meal break for every 4.5 hours worked beyond an initial 7.5 hour shift. Mr. Archer noted that shifts of this length for Library employees are very uncommon. Additionally, he noted that these changes are also included in the revised Personnel Policy being presented tonight for approval.

Mr. Archer concluded his Narrative Report with his monthly “Odds and Ends” which included an announcement that Comics Plus will be added to the collection of eLibrary services. Comics Plus provides access to thousands of comics and manga for all ages and all titles are simultaneously available. There will be a large number of titles directed at children but also titles aimed at adults. In order to make the service kid-friendly, separate links will be provided to the Children’s Collection and to the Full Collection.

He also announced that the Library received a \$10,000 donation in the last week of December from devoted long-time patrons and champions of our library that wish to remain anonymous. The donation will be used to enhance a portion of the children’s department, essentially creating a space that doesn’t exist in the department right now. The goal is for it to provide a comfortable, inviting, and flexible space for families to spend time together engaged in meaningful activities. The Library is very grateful for this extremely generous donation.

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

Report of the President: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: No Report. The committee will be meeting on Thursday, February 2 at 5:30pm at the Cook Park Library to discuss the salary survey.

Policy Review: Ms. Palic reported that the committee met on January 10 and reviewed three policies which are being present tonight for approval via resolutions.

Resolution 2022-2023/14: Ms. Palic made a motion, seconded by Ms. Vieth to approve Resolution 2022-2023/14 adopting the revised Personnel Policy. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Ms. Dobbs was absent. Motion carries.

Resolution 2022-2023/15: Ms. Palic made a motion, seconded by Ms. Ader to approve Resolution 2022-2023/15 adopting the revised Harassment Policy. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Ms. Dobbs was absent. Motion carries.

Resolution 2022-2023/16: Ms. Palic made a motion, seconded by Ms. Ader to approve Resolution 2022-2023/16 adopting the revised Workplace Violence Policy. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Ms. Dobbs was absent. Motion carries.

Building and Grounds: No report but Mr. Larson asked about the temporary solar lights on the bollards at the Aspen Drive Library.

Development: No report.

Technology: 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: No report.

Other Business: Change orders related to the Window Replacement Project at the Cook Park Library.

Approval of Resolution 2022-2023/17: Mr. Larson made a motion, seconded by Ms. Vieth to approve Resolution 2022-2023/17 approving change order #1 with Ascher Brothers Inc. in the amount of \$625 which authorizes the cost for additional painting. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Ms. Dobbs was absent. Motion carries.

Approval of Resolution 2022-2023/18: Ms. Vieth made a motion, seconded by Mr. Larson to approve Resolution 2022-2023/18 approving change order #5 with Manusos General Contracting in the amount of \$3,097.46 which authorizes the cost for additional drywall for soffits. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Ms. Dobbs was absent. Motion carries.

Approval of Resolution 2022-2023/19: Ms. Vieth made a motion, seconded by Ms. Ader to approve Resolution 2022-2023/19 approving change order #6 with Powerlink Electric in the amount of \$259.70 which authorizes additional work to reinstall emergency exit signage. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Ms. Dobbs was absent. Motion carries.

Approval of Resolution 2022-2023/20: Ms. Vieth made a motion, seconded by Ms. Singer to approve Resolution 2022-2023/20 approving change order #1 with Featherstone Inc. in the amount of \$15,120 which authorizes 10 additional days of construction management services.

Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Ms. Dobbs was absent. Motion carries.

Post Issuance Tax Compliance Report: Mr. Cerqua explained that the District, as an issuer of governmental bonds, must comply with the federal tax requirements that apply from the date the bonds are issued until the date the bonds, or any refunding bonds, are no longer outstanding. Mr. Cerqua, as the Compliance Officer as set forth in the District's Bond Record Keeping Policy, submits the Post-Issuance Tax Compliance Report each year to report that he has reviewed the documents and records and that the District is in compliance. He noted that no action is required by the Board.

Review of Ethics Policy and By-laws: Trustees had a brief discussion on when these policies should be reviewed again by the Policy Committee.

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 7:18 p.m. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Ms. Dobbs was absent. Motion carries.

Respectfully submitted,

Karen Singer, Secretary

Wendy Vieth, President