

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

February 21, 2023

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, February 21, 2023 at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois. Vice President Jim Larson called the meeting to order at 6:30 p.m. Trustees present at roll call in addition to Mr. Larson were: Phyllis Dobbs, Karen Singer, Nate Johnson, Kristen Palic, and Deb Ader. Ms. Vieth was absent.

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

Public Comment: None.

Approval of Minutes: Ms. Dobbs made a motion, seconded by Ms. Palic to approve the minutes of the regular meeting of January 17, 2023. Roll call was as follows: Ayes; Mr. Larson, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Ms. Dobbs abstained. Ms. Vieth was absent. Motion carries.

Approval of the Bills: Ms. Dobbs made a motion, seconded by Ms. Singer to approve the Bills Paid Report for the period of January 14, 2023 through February 17, 2023 in the amount of \$868,272.01. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Ms. Vieth was absent. Motion carries.

Report of the Director: Starting with the monthly statistics, Mr. Archer reported that visitor counts last month, compared to this time last year, were up 50% at Aspen and 31% at Cook Park and that for the fiscal year, door counts were up 25%. He pointed out that a new line was added to the report for Technology Questions. It tracks all questions from patrons that require expertise in technology as opposed to a reference question which is typically more driven by research, reading recommendations, etc.

From Mr. Archer's Narrative Report, he explained that over the past several years, government entities – including libraries – have been encountering people entering public spaces to take photographs and/or record employees, members of the public, the buildings and/or grounds. The purpose of these “First Amendment Audits,” is to identify government policies and practices that allegedly infringe on an individual's constitutionally protected right to take photographs and videos in public places. Courts have held that taking photographs and videos inside a public building is generally within the First Amendment's guarantee of speech and press rights. He noted that staff has been trained on how to handle these audits.

Taken from the Municipal Minutes Newsletter authored by attorney Julie Tappendorf of Ancel Glink, the Governor has announced his intention not to renew the COVID-19 disaster declaration beyond April, letting it expire on May 11, 2023. This means that as of May 11, 2023, public bodies will no longer be able to conduct remote meetings under the current “public health” provision contained in section 7(e) of the Open Meetings Act.

Mr. Archer then moved on to the monthly “Odds and Ends” he receives from library staff. Some notable highlights include:

- 245 participants registered for the Library's annual Adult Winter Reading Club, shattering last year's record of only 57 participants. The increase was driven in part by improved

communications and strong buzz on social media when it was shared by the Libertyville Book Club on their Facebook page.

- The website team recently had a kickoff meeting with the developer and delivered enough information for them to start developing sample templates for the new website.
- The spring newsletter will arrive in 21,000 district mailboxes the weekend of February 17. The theme this quarter is “There’s More to the Story” which lends itself well to our Strategic Plan goal of strengthening how the Library tells its story. Pop-up demos are being planned for National Library Week (April 23-29) to highlight library services, materials, and tips on how to get the most out of the Library.
- 200 patrons have registered for AARP tax preparation appointments taking place over the course of 10 weeks.
- A Kids’ eLibrary page was added to the website to help guide parents and kids towards collections available through our eLibrary. The new page links directly to children’s collections that are available through most of the Library’s eLibrary services.

Mr. Archer also provided an update on the Strategic Plan and provided timelines which show that work has begun on some of the strategies identified in the new four-year strategic plan. Lastly, he reported that newly elected Illinois Secretary of State Alexi Giannoulias recently released his Transition Team’s report that will serve as a blueprint for modernizing the office and also his findings as the State’s Librarian, from the Library Enhancements Committee which highlights the challenges and opportunities that they found.

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

Report of the President: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: Ms. Dobbs reported that the committee met on February 2 and had a long discussion on the salary benchmarking study. HR Source, who was used to complete the study, provided an alternate pay grade structure, with the recommendation to reduce the range within each salary band. After reviewing the report, the committee found that it makes more sense to stay with the current model that was established by NIU. She noted that no action is required by the board since the committee is not recommending a change but that they will take a look at it again in the future. The other item discussed at the meeting was the Capital Asset Policy. The committee received more examples to look at and found that they liked pieces from each of the examples rather than one particular one. They will continue to look at it and bring their findings to the board at a future meeting.

Policy Review: No report. Mr. Archer suggested that the committee schedule a meeting for some time in April.

Building and Grounds: No report but a meeting is scheduled for March 7.

Development: No report.

Technology: No report.

Resources, Services and Long Range Planning: No report.

Village of Libertyville Parking Commission Representative: No report.

Friends' Representative: Ms. Dobbs reported that the Friends had a planning meeting on January 21 primarily to discuss the upcoming book sale on April 21-23. She encouraged board members to volunteer for a 2-hour time slot if they are able to do so.

RAILS Representative: No report.

Historical Society Representative: No report.

OTHER BUSINESS: None.

Communications: None.

Public questions: None.

Adjournment: Mr. Johnson made a motion, seconded by Ms. Ader to adjourn the meeting. Having no further business, the meeting was adjourned at 7:17 p.m. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Ms. Vieth was absent. Motion carries.

Respectfully submitted,

Karen Singer, Secretary

Wendy Vieth, President