

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

April 18, 2023

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, April 18, 2023 at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois. President Wendy Vieth called the meeting to order 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. Ms. Dobbs was absent.

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

There being a quorum at the meeting, Ms. Vieth made a motion, seconded by Mr. Johnson, to allow Ms. Dobbs to participate in the meeting via conference call in accordance with the Library's Electronic Participation in Board Meetings Policy. Ms. Dobbs, who is out of town on business, requested the electronic participation in advance. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Singer, Ms. Palic, Mr. Johnson, and Ms. Ader. Motion carries.

Public Comment: None.

Approval of Minutes: Ms. Vieth made a motion, seconded by Ms. Ader to approve the minutes of the regular meeting of March 21, 2023. 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.

Approval of the Bills: Ms. Dobbs made a motion, seconded by Ms. Ader to approve the Bills Paid Report for the period of March 18, 2023 through April 14, 2023 in the amount of \$858,657.55. 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: After going over the monthly statistics, Mr. Archer reported that since 2020, the Library has participated in the federal E-Rate program which provides a 40% discount on hardware and ongoing data transmission costs associated with providing Internet service. He then proceeded to explain what upgrades and purchases to the Library's data infrastructure have been made in the last three years.

As part of his monthly "Odds and Ends" that he receives from library staff, Mr. Archer reported that the Library partnered with Versiti Blood Center of Illinois for a blood drive in early March. A total of 27 units was collected which equates to 81 patients who could potentially be helped. The Library will be partnering with Versiti again for a blood drive on July 22. The Library also partnered with the Lake County Clerk's office on Saturday, March 18 for a Mobile Passport Event at Aspen Drive and processed 109 passports. Positive feedback was received from all who attended. Lastly he reported that on March 27, the Children's Department hosted a very successful program with the Lake County Astronomical Society (LCAS) at the Aspen Drive Library with 145 adults and children attending.

Approve Report of the Director: Ms. Palic 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.

Report of the President: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: No report.

Policy Review: No report.

Building and Grounds: No report.

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 but Ms. Dobbs stated that the Friends book sale is this coming weekend and that volunteers are needed for Saturday afternoon and Sunday afternoon if any trustees are interested in signing up.

RAILS Representative: No report.

Historical Society Representative: No report.

OTHER BUSINESS: None.

Communications: Mr. Archer reported that he received a note from Finance Director Russ Cerqua stating that he will be retiring on August 18, 2023.

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 7:04 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