

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

September 19, 2023

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, September 19, 2023 at the Cook Park Library, 413 N. Milwaukee Ave., Libertyville, Illinois. The meeting was called to order by President Deb Ader at 6:30 p.m. Trustees present at roll call in addition to Ms. Ader were: Jim Larson, Phyllis Dobbs, Karen Singer, Kristen Palic, and Sara Lawton. Ms. Michaluk was absent.

Staff members present were Library Director David Archer, Assistant Director Lauren Cerniglia, Finance Director Crystal Edwards, and Technical Services Manager Katie DuClos.

Also present were committee members Nate Johnson and Kara Dirst for the Decennial Committee for Local Government Efficiency.

Public Comment: None.

Meeting of the Decennial Committee for Local Government Efficiency:

Approval of the Minutes: Mr. Larson made a motion, seconded by Ms. Ader to approve the minutes from the May 30, 2023 committee meeting as amended. Roll call was as follows: Ms. Ader, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Lawton, Mr. Johnson, and Ms. Dirst. Nays; none. Ms. Michaluk was absent. Motion carries.

Existing and Potential Efficiencies Document: The document provided to committee members, which Mr. Archer explains is a refresher of what was reviewed by the committee back in May, 2023 in terms of existing and potential efficiencies, states that this evening's meeting is the second of three as required by the Illinois Decennial Committees on Local Government Efficiency Act (50 ILCS 70/1). It also states that being a part of tonight's regular board meeting is permitted by the Act and also that community member Rob Schuler, who was appointed to the committee by the Library Board, will no longer be able to serve on the committee due to work commitments.

Mr. Archer made committee members aware of new content that was added to the document on page 9 from trustees who had suggested some additions at the meeting in May. Mr. Larson then stated that in his opinion, the document provided by Mr. Archer this evening is a very good framework for the final report. The rest of the committee agreed.

Overview of CCS Shared Catalog: Ms. Cerniglia and Ms. DuClos presented an overview of Cooperative Computer Services (CCS), a consortium of 29 public libraries in suburban Chicago that share an Integrated Library System (ILS). The presentation included the pros and cons of joining CCS and the process and reasons for separating from that service to become a "stand-alone" library.

Mr. Archer announced that no action is required by Trustees tonight other than having the Decennial Committee meeting. Mr. Larson and the committee then tasked Administration with generating the final report of the Committee using the Existing and Potential Efficiencies document presented tonight as a framework and then sending that to the committee for review sometime before the November, 2024 deadline. Mr. Archer reminded the committee that Ancestry.com provided a template for their members to use when creating the document that will be submitted to the County. He noted that using this template will provide the County with reports that follow a consistent outline.

Mr. Johnson, Ms. Dirst, Ms. Cerniglia and Ms. DuClos left the meeting at 7:23 p.m.

Approval of Minutes: Ms. Singer made a motion, seconded by Mr. Larson to approve the minutes of the regular meeting of August 15, 2023 as amended. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, and Ms. Lawton. Nays; none. Ms. Ader abstained. Ms. Michaluk 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 August 12, 2023 through September 15, 2023 in the amount of \$931,950.72. Roll call was as follows: Ayes; Ms. Ader, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, and Ms. Lawton. Nays; none. Ms. Michaluk was absent. Motion carries.

Report of the Director: Mr. Archer reported that on August 22 and 24, Communications Coordinator Bronwyn Sill and Graphic Designer Andy Traynor, presented two TREAT ‘n’ Meet learning sessions to staff on the lifecycle of the newsletter, and on September 15, the Library had its quarterly all-staff training at the Aspen Drive Library which included, among other things, the annual, state-required anti-harassment training.

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

Report of the President: Ms. Ader reported that she spoke with the new President for the Lake Forest Library Board, who just wanted to gather information on how a board works for a larger library.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: Ms. Dobbs provided a background on the committee’s discussions regarding the salary band system, noting that in January, 2023, Trustees approved revisions to the Personnel Policy that allowed for salary bands to be reviewed by the Board annually and adjusted to reflect changes in the Consumer Price Index (CPI) from the prior calendar year. With the CPI for calendar year 2022 coming in at 6.5%, she reported that at the August 1, 2023 Finance Committee meeting, committee members made a unanimous decision to revise the Salary Bands by increasing the minimum and maximum salaries within each band by 6.5% effective July 1, 2023. This recommendation is being presented to the full Board tonight via Resolution 2023-2024/5.

Ms. Dobbs then made a motion, seconded by Ms. Ader to approve Resolution 2023-2034/5 adopting the revised salary bands for Fiscal Year 2024. Roll call was as follows: Ms. Ader, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, and Ms. Lawton. Nays; none. Ms. Michaluk was absent. Motion carries.

The committee also discussed the FY2024 Operating Budget which was unanimously approved at the August 1, 2023 committee meeting and is the version being presented to the board tonight. Ms. Dobbs then made a motion, seconded by Ms. Ader to approve the FY2024 Operating Budget dated September 19, 2023. Roll call was as follows: Ayes; Ms. Ader, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, and Ms. Lawton. Nays; none. Ms. Michaluk was absent. Motion carries. .

Budget and Appropriation Ordinance 2023-2024/1: Ms. Dobbs made a motion, seconded by Ms. Palic to approve Ordinance 2023-2024/1 adopting the combined annual budget and appropriation of funds in the amount of \$13,003,000 for Cook Memorial Public Library District, Lake County, Illinois for the fiscal year beginning on July 1, 2023 and ending on June 30, 2024. Roll call was as follows: Ayes; Ms. Ader, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, and Ms. Lawton. Nays; none. Ms. Michaluk was absent. Motion carries.

Policy Review: No report.

Building and Grounds: No report. Committee members scheduled a meeting on Tuesday, October 4 [3], 2023 at 6:30 p.m.

Technology: Ms. Palic reported that the committee met on August 29, 2023 and received an update from Mr. Archer and Digital Services Manager Nate Gass on completed and forthcoming technology projects and hardware replacements. Additionally, a progress report was made on the new web page, scheduled to launch within the next few months. She reported that a sizeable portion of the meeting was devoted to an overview of the Library's workshop services and digital services explaining that in an effort to streamline operations and make marketing more effective, most workshop equipment and services will transition under the digital services umbrella. She reported that one other large topic of discussion was the laser cutter which has presented a number of challenges since being purchased in early 2022 including the exorbitant amount of staff time needed to provide this service. She noted that Mr. Archer and Mr. Gass are recommending to sell the laser cutter and focus on the rebranded digital services. The committee did agree to end the laser cutter services and are making that recommendation to the full board tonight. After a brief discussion, the board approves the Technology Committee's recommendation.

Resources, Services and Long Range Planning: No report.

Village of Libertyville Parking Commission Representative: Ms. Ader noted these reports will not be permanently added to the agenda anymore because the last time the commission met was a year and a half ago. She reported that they discussed the Newbury Lot, that parking tickets are up, and that there is a perceived lack of parking in Libertyville as opposed to the actual. They also discussed changing the commuter parking lot to a public parking lot in the next year or so

based on the number of actual people who are currently commuting since many people work from home now.

Friends' Representative: The one-day book sale is October 21, 2023 and they are looking for volunteers.

RAILS Representative: No report.

Historical Society Representative: No report.

Other Business: None.

Communications: Ms. Lawton reported that the D70 School Board has a Policy Review Committee and they are reviewing their school library policy to make sure it's in compliance with the no book ban law.

Mr. Archer then reported on the recent bomb threat that the District received noting that the emergency team will look at the Library's procedures to see if anything needs to be revised.

Public questions: None.

Adjournment: Ms. Palic made a motion, seconded by Mr. Larson to adjourn the meeting. Having no further business, the meeting was adjourned at 8:12 p.m. Roll call was as follows: Ayes; Ms. Ader, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, and Ms. Lawton. Nays; none. Ms. Michaluk was absent. Motion carries.

Respectfully submitted,

Karen Singer, Secretary

Deb Ader, President