

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

August 15, 2023

**Call to order:** The regular meeting of the Cook Memorial Public Library District was held on Tuesday, August 15, 2023 at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois. In President Deb Ader's absence, 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, Lisa Michaluk, and Sara Lawton. Deb Ader and Kristen Palic were absent.

Staff members present were Library Director David Archer, Finance Directors Russ Cerqua and Crystal Edwards and Executive Assistant Gabriella Pantle.

**Public Comment:** None.

**Approval of Minutes:** Ms. Singer made a motion, seconded by Ms. Dobbs to approve the minutes of the regular meeting of July 18, 2023. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Ader and Ms. Palic were absent. Motion carries.

**Approval of the Bills:** Ms. Dobbs made a motion, seconded by Mr. Larson to approve the Bills Paid Report for the period of July 15, 2023 through August 11, 2023 in the amount of \$781,517.40. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Ader and Ms. Palic were absent. Motion carries.

**Report of the Director:** Mr. Archer reported that visitor counts were up 17% and that program attendance for kids went up a whopping 72.5%. He then reported that website visits are now being counted differently, causing the numbers to go down by 65%. The difference is that website visits from inside the library, including catalog search visits, are no longer being counted as they are not considered true website visits. To receive more accurate statistics, only visits from outside the library are being counted.

Ms. Palic joined the meeting at 6:40 p.m.

Mr. Archer then shared a Digital Studio Update provided by Digital Services Manager Nate Gass that explains the different ways that the Digital Studios are being used and how they draw different people from the community into the Library. The update also included the popularity of the Digitization Studio and the workshops conducted by the Library's Tech Aides which teach patrons the different skills that can be used in the studios.

Mr. Archer briefly discussed the T.R.E.A.T.S (Talking Really Excitedly About Things Sometimes) initiative that was created as a way to enhance internal communication strategies that reach across departments and inspire staff to learn more about Library services and functions in other departments. The first one kicked off with a 30-minute overview of the eLibrary services that the Library offers and how the process works including where the materials are purchased, the different types of licenses that are purchased and which ones have and do not have expiration periods.

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

**Report of the President:** No report.

## **REPORTS OF COMMITTEES AND REPRESENTATIVES**

**Finance & Employee Practices:** Ms. Dobbs reported that after reviewing a draft of the FY24 Budget at their August 1 Finance Committee meeting the consensus of the committee was to recommend it for adoption but noted that it won't be voted on until the September board meeting. She then went through the budget starting with Salaries and continuing with Benefits, Training, Computer Operations, Utilities, Professional Services and Capital Improvements. After discussion and some questions, she took an informal poll for acceptance of the budget as revised to reflect the updated Replacement Tax Revenue being lowered from \$250,000 to \$203,000. All trustees said yes.

Ms. Dobbs then reported that the Finance Policy and Fund Balance Policy were reviewed by the committee per the Policy Review Schedule which states that all policies will be reviewed within a four-year period. It was determined that no changes were needed therefore, a formal approval is not required.

**Policy Review:** No report. A meeting is scheduled for September 12, 2023.

**Building and Grounds:** Mr. Larson reported that at their meeting on July 25, 2023, the committee discussed a number of potential improvements being proposed. They include adding three additional study rooms and a public conference room at Cook Park, relocating the Administrative Office, reconfiguring and relocating the Welcome Desk, planning updates to the Children's area, converting fluorescent lights to LED at Cook Park, and adding solar panels at Aspen Drive. After further discussion, the committee decided that the LED lighting conversion project at Cook and the installation of solar panels at Aspen should be put on hold but that it is the consensus of the committee to move forward with the other improvements. More information is forthcoming.

**Technology:** No report. A meeting is scheduled for Tuesday, August 29, 2023.

**Resources, Services and Long Range Planning:** Ms. ~~Ader~~ [Lawton] reported that most of the information that Mr. Larson discussed during the Building and Grounds Committee report was also presented at their committee meeting during the Strategic Plan Update. She also reported that the committee had a very lengthy discussion on expanding library hours on Sundays and that following that discussion, it was the consensus of the committee to proceed with the expansion of hours on Sundays. Mr. Archer noted that the budget can accommodate the additional hours needed for Sundays beginning in January, 2024.

**Friends' Representative:** No report.

**RAILS Representative:** No report.

**Historical Society Representative:** Ms. Singer reported that the Historical Society is hosting a birthday party this Sunday for founder Ansel B. Cook from 2-4PM in front of the Cook House.

## **OTHER BUSINESS:**

**Resolution 2023-2024/3:** Ms. Palic made a motion, seconded by Ms. Michaluk to approve Resolution 2023-2024/3 appointing a representative and alternate to the governing board of Cooperative 90's

health/dental plan. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk and Ms. Lawton. Nays; none. Ms. Ader was absent. Motion carries.

Resolution 2023-2024/4: Ms. Dobbs made a motion, seconded by Ms. Palic to approve Resolution 2023-2024/4 adopting the revised By-Laws. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk and Ms. Lawton. Nays; none. Ms. Ader was absent. Motion carries.

**Communications:** Mr. Archer reported that a few district residents communicated their concerns regarding the “Art of Tarot” program scheduled to begin at the end of the month and shared those communications with the trustees which was followed by a brief discussion.

**Public questions:** None.

**Adjournment:** Ms. Dobbs made a motion, seconded by Ms. Michaluk to adjourn the meeting. Having no further business, the meeting was adjourned at 7:50 p.m. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Ader was absent. Motion carries.

Respectfully submitted,

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Karen Singer, Secretary

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Deb Ader, President