

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

January 16, 2024

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, January 16, 2024, 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, Lisa Michaluk, and Sara Lawton.

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

Public Comment: None.

Approval of Minutes: Ms. Dobbs made a motion, seconded by Ms. Palic to approve the minutes of the regular meeting of December 19, 2023. Roll call was as follows: Ayes; Ms. Ader, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. 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 December 16, 2023, through January 12, 2024 in the amount of \$1,633,991.19. Roll call was as follows: Ayes; Ms. Ader, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Motion carries.

Report of the Director: Mr. Archer reported that door counts are up 21% for the month and 16% for the year. He also reported that in celebration of the end of the fall Super Readers Program, staff from the Library's early learning team visited 692 children in 45 classrooms at 12 early childhood centers explaining that during each visit, a staff member celebrated completion of the fall program and launched the winter Super Readers program.

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

Report of the President: Ms. Ader informed trustees of an email that she received from a patron regarding some titles in the children's collection.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: No report.

Policy Review: No report.

Building and Grounds: No report.

Technology: No report.

Resources, Services and Long Range Planning: No report.

Friends' Representative: No report.

RAILS Representative: No report.

Historical Society Representative: Ms. Singer reported that the holiday open house and Night Before Christmas events were very successful and well attended.

Other Business:

Review of Per Capita Grant Requirements: Mr. Archer explained that in order to be eligible for Illinois Public Library Per Capita grants, libraries are required to review a checklist to determine if they meet – or show progress in meeting – dozens of standards. He noted that CMPLD receives approximately \$90,000 annually in Per Capita grant funds. He noted further that CMPLD met all standards except for three which were in the process of being met at the time. He then shared the checklist adopted by the Illinois Library Association, which notes our compliance with the vast majority of standards and provided updates to some of them.

Post Issuance Tax Compliance Report: Ms. Edwards explained that the District, as an issuer of governmental bonds, must comply every year with the applicable federal tax requirements from the date the bonds are issued until the date the bonds, or any refunding bonds, are no longer outstanding. She explained further that as the Compliance Officer as set forth in the District's Bond Record Keeping Policy, she will submit the Post-Issuance Tax Compliance Report which confirms that she has reviewed the documents and records and that the District is in compliance. She noted that no action is required by the Board.

Approval of Resolution 2023-2024/16: Mr. Archer noted that in addition to providing a copy of the resolution being presented tonight, the trustees have also been given the Letter of Recommendation from Product Architecture to award the construction contract to Red Feather Construction totaling \$88,530, a revised project budget which reflects the latest actual and projected costs, and an email with attachments from Mid-America Carpenters Union.

He then explained that the initial projected estimate for construction costs for the project was \$64,598 but that since the Board last met, it was determined that there was insufficient sound attenuation above the ceiling in the study rooms and conference room which would have resulted in noise carrying over into adjacent areas. This necessitated the addition of gypsum soffits above the ceilings, which increased the total construction cost to \$88,530 for the lowest bidder. Mr. Archer noted that despite this adjustment, the actual costs for furniture and architect and engineering services came in lower than budgeted. Consequently, the adjusted proposed project budget has increased by only \$13,000. Additionally, he noted that the contingency of \$11,425 is

fully intact and if left untouched, would result in the project coming in only slightly above the original budget.

Mr. Archer then went over the bid tabulation sheet noting that six contractors submitted bids and that Red Feather Construction, as the lowest bidder, was awarded the contract. He then reported that Product Architecture had previously worked with Red Feather Construction on a new family restroom at the Hinsdale Public Library that was of similar value as the Cook Park Study and Conference Room Project but with a more complicated scope. It was reported that they were professional both as managers of the project and on site with the public and staff and delivered a quality project to the library. He then listed two additional references obtained by Dan Pohrte from the Geneva Public Library and Fremont School District for projects that also used Red Feather Construction and which were very positive. Mr. Larson requested that Mr. Archer contact one or two other references as well and to notify the board if any are negative.

Mr. Larson then made a motion, seconded by Ms. Dobbs to approve Resolution 2023-2024/16 accepting bids, awarding the contract, and adjusting the budget for the Cook Park Library Study and Conference Room Project. Roll call was as follows: Ayes; Ms. Ader, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Motion carries.

Communications: None.

Public questions: None.

Adjournment: Ms. Dobbs made a motion, seconded by Ms. Ader to adjourn the meeting. Having no further business, the meeting was adjourned at 7:07 p.m. Roll call was as follows: Ayes; Ms. Ader, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Motion carries.

Respectfully submitted,

Karen Singer, Secretary

Deb Ader, President