

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

February 20, 2024

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, February 20, 2024, at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, 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, Karen Singer, Kristen Palic, Lisa Michaluk, and Sara Lawton. Phyllis Dobbs was absent.

Staff members present were Library Director David Archer, Finance Director Crystal Edwards, Senior Manager of Children's Services Melissa Phillips, and Executive Assistant Gabriella Pantle.

Also present were Decennial Committee for Local Government Efficiency members Nate Johnson and Kara Dirst, Dan Pohrte and Tiffany Nash from Product Architecture and Friends of the Library President Jim Jelke.

There being a quorum at the meeting, Ms. Ader made a motion, seconded by Mr. Larson, to allow Trustee Phyllis Dobbs to participate in the meeting via Zoom due to personal illness in accordance with the Library's Electronic Participation in Board Meetings Policy. Ms. Dobbs, requested electronic participation in advance. Roll call was as follows: Ayes; Ms. Ader, Mr. Larson, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Motion carries.

Public Comment: None.

Meeting of the Decennial Committee for Local Government Efficiency:

Approval of the Minutes: Mr. Larson made a motion, seconded by Ms. Singer to approve the minutes of the committee meeting held on September 19, 2023 as amended. Roll call was as follows: Ayes; Ms. Ader, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, Ms. Lawton, Mr. Johnson, and Ms. Dirst. Nays; none. Motion carries.

Review and Approval of Efficiency Report: After Mr. Archer took the committee members briefly through the report, Mr. Larson made a motion, seconded by Ms. Ader to approve the Efficiency Report for Compliance with Decennial Committee on Local Government Efficiency Act (50 ILCS 70/1) dated February 20, 2024. Roll call was as follows: Ayes; Ms. Ader, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, Ms. Lawton, Mr. Johnson, and Ms. Dirst. Nays; none. Motion carries.

Approval of Minutes: Ms. Palic made a motion, seconded by Mr. Larson to approve the minutes of the regular meeting of January 16, 2024. 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 January 13, 2024 through February 17, 2024 in the amount of \$673,057.77. 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: After updating the board on notable statistics, Mr. Archer announced that the Illinois Library Association will propose and support three bills at the 103rd General Assembly session and briefly explained each one. He then reported that two English Conversation Cafes for Kids for English Language Learners were hosted by Children’s Services in January. He explained that the programs drew kids from a variety of backgrounds who engaged in fun games and activities while practicing their English language skills. It was noted that the children in both programs were so engaged and positive, that the Library plans to continue offering them.

Lastly Mr. Archer reported that the website team has been hard at work for the past year designing, building and organizing the Library’s new website which is scheduled to go live by the end of the month.

Approve Report of the Director: Mr. Larson 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, Ms. Michaluk, and Ms. Lawton. Nays; none. Motion carries.

Report of the President: Ms. Ader asked that all trustees look for an email sent by the Lake County Clerk’s Office regarding the Statement of Economic Interest form noting that it needs to be filed by May, 2024.

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: Ms. Ader reported that the committee last met on January 23 and that they spent a large majority of the time talking about the purchase of a new bookmobile. She announced that another meeting has been scheduled for April 2 so they may discuss it further.

Mr. Archer then reported that the committee also reviewed potential improvements to the Cook Park Children’s area noting that this “refresh” is related to Strategic Plan Strategy B2, which aims to reimagine the children’s space at Cook Park to enhance engagement and interaction, particularly among early learners. He further reported that \$10K was set aside in the budget for

Product Architecture to work with staff to identify potential improvements to the space and that the concept being presented tonight is the result of several months of planning.

Ms. Phillips began the presentation by showing patron comments/suggestions regarding improvements they would like to see in the children's area as well as improvements that staff identified. She then displayed the current layout of the children's area alongside the proposed design layout that staff picked out from several that had been presented to them. She then proceeded to point out the changes being proposed.

Ms. Nash then went over the construction portion including lighting, furniture, and flooring. She explained that one of the first priorities is to open the entire area by moving all the book stacks to the back of the room and redoing the lighting, noting that this project can definitely be done in phases. Trustees then provided their feedback.

Trustees discussed possibly funding this project using the Special Reserve Fund, but Administration noted that doing that is not the preferred option as the need exists to preserve monies for potential large capital expenditures in 2030 such as a new roof and mechanicals as identified in the Grumman-Butkus Capital Expenditure Report. Administration noted further that the more feasible approach may be to complete the project over a multi-year period, with monies budgeted annually from the General Fund. As the budgeting process for FY25 begins over the next several months, the Finance Committee can begin to explore options for setting aside funds for the project.

Friends' Representative: No report.

RAILS Representative: No report.

Historical Society Representative: No report.

Other Business: None.

Communications: Ms. Lawton reported that during her Talk With the Trustees event at Cook Park, eight patrons sat down to talk to her and had only complimentary comments stating how appreciative they are of the Library. One notable comment was that all the cooking programs seem to take place only at the Aspen Drive Library and they would like to see more at the Cook Park Library.

Ms. Dobbs reported that at her Talk With the Trustee event at Aspen Drive, she spoke with 23 people noting that several people commented on how much they like the additional hour that the libraries are open on Sundays.

Public questions: Jim Jelke asked for feedback on an idea for a fundraiser.

Adjournment: Ms. Palic made a motion, seconded by Ms. Ader to adjourn the meeting. Having no further business, the meeting was adjourned at 7:35 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