

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

August 20, 2024

**Call to order:** The regular meeting of the Cook Memorial Public Library District was held on Tuesday, August 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, Phyllis Dobbs, Karen Singer, Lisa Michaluk, and Sara Lawton. Kristen Palic was absent.

Staff members present were Library Director David Archer, Finance Director Crystal Edwards, Human Resources Generalist Marla Littlefield, and Executive Assistant Gabriella Pantle. Also present was Joy Xiaoye Liu from Long Grove, Illinois.

**Public Comment:** None.

**Approval of Minutes:** Mr. Larson made a motion, seconded by Ms. Michaluk to approve the minutes of the regular meeting of July 16, 2024. Roll call was as follows: Ayes; Ms. Ader, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Palic was absent. Motion carries.

**Approval of the Bills:** Ms. Dobbs made a motion, seconded by Ms. Michaluk to approve the Bills Paid Report for the period of July 11, 2024 through August 9, 2024 in the amount of \$1,082,573. Roll call was as follows: Ayes; Ms. Ader, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Palic was absent. Motion carries.

**Review of Employee Engagement Survey:** It was noted that at the board meeting on June 18, 2024, trustees approved Resolution 2023-2024/23 authorizing AllOne Consulting to develop and administer an online employee engagement survey and that a draft of the survey has been provided to trustees tonight for review. Ms. Littlefield then introduced AllOne's Senior Consultant & Client Engagement Lead, Nicholas Corne, who joined the meeting remotely at 6:37 p.m. explaining that he will go over the survey and answer any questions.

After providing his background information, Mr. Corne explained what an employee engagement survey is, what it entails and what it helps an organization achieve. He then briefed trustees on how the CMPLD survey was developed, how it will be administered, and how the results will be shared. Mr. Corne also went over the proposed timeline and then answered questions from trustees and staff before leaving the meeting at 7:02 p.m.

**Report of the Director:** Mr. Archer first reported that visitor counts were up 10% at Aspen Drive and 21% at Cook Park. He then provided an update to the Strategic Plan, went over concept drawings for the Children's Refresh Project, and explained the detailed checkout data that was provided in the board packet.

Mr. Archer also announced that due to a growing need for social services support in the library, a social worker from Art of Recovery (AOR), a non-profit mental health center based in Libertyville, will now be available from 3-6pm on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays at Aspen Drive and on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays at Cook Park. He explained that the social worker will focus on connecting adults with appropriate referrals to social service or mental health agencies. Mr. Larson asked if staff could please track the utilization of this service.

Mr. Archer then went over the final budget report for the Cook Park Study/Conference Room Project which shows that the project came in \$12,663 under budget, followed by updates on the 2024 Summer Reading Program, the Girl Scout Family Fun Night, National Night Out in Vernon Hills, and two special story times that took place in July.

Lastly, Mr. Archer and the trustees had a brief discussion regarding the online databases and whether they need to be included in the statistical report every month, citing the exorbitant amount of time that is required to generate the data. The trustees decided that receiving the numbers every 6 months would be sufficient for their purposes but that they would also like Mr. Archer to report once a year what the most popular databases are.

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

**Report of the President:** Ms. Ader first reported on the brunch that she attended with State Rep. Didech. She then announced that a new bookstore will be opening in downtown Libertyville on October 25 and noted that there might be opportunities for the library to partner with them.

## **REPORTS OF COMMITTEES AND REPRESENTATIVES**

**Finance & Employee Practices:** Ms. Dobbs made a motion, seconded by Ms. Ader to approve Ordinance 2024-2025/1 adopting the combined annual budget and appropriation of funds for Cook Memorial Public Library District, Lake County, Illinois, for the fiscal year beginning on July 1, 2024 and ending on June 30, 2025. Roll call was as follows: Ayes; Ms. Ader, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Palic was absent. Motion carries.

**Policy Review:** No report. A meeting is scheduled for September 24, 2024.

**Building and Grounds:** No report.

**Technology:** No report.

**Resources, Services and Long-Range Planning:** No report. A meeting is scheduled on August 27, 2024.

**Friends' Representative:** Ms. Dobbs reported that she can no longer serve as the Friends representative due to the demands of her job. If another trustee is not available to take over as the representative, she suggested that updates could be emailed to her by the Friends for her to report to trustees. Ms. Lawton mentioned that if it's possible to attend their meetings remotely, she might be able to serve as the representative, depending on their meeting schedule.

**RAILS Representative:** No report.

**Historical Society Representative:** Ms. Lawton reported that the Historical Society is wrapping up their open houses for the season with the last one taking place on August 25 and that they are now gearing up for the Lakeside Cemetery Walking Tour on September 7, 2024. She noted that registration for this event is on their website.

**Other Business:** None.

**Communications:** Ms. Michaluk wanted to communicate how much she, her children and her friends love the puzzles at Aspen Drive.

**Public questions:** None.

**Adjournment:** Ms. Dobbs made a motion, seconded by Ms. Singer to adjourn the meeting. Having no further business, the meeting was adjourned at 8:10 p.m. Roll call was as follows: Ayes; Ms. Ader, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Palic was absent. Motion carries.

Respectfully submitted,

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Karen Singer, Secretary

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Deb Ader, President