

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

September 17, 2024

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, September 17, 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, Senior Manager of Children’s Services Melissa Phillips, Student Services Coordinator Amy vanGoethem, and Executive Assistant Gabriella Pantle. Also in attendance were district residents Rachael Josephsen and Brian Lawton.

Public Comment: None.

Staff Presentation on Aspen After School Program: Mr. Archer reported that with the Library’s close proximity to several Hawthorn District 73 schools, it’s a popular destination for students in the afternoons. He explained that to ensure both safety and a positive experience for these students, the Library has assigned a dedicated team that actively manages and oversees them. He then introduced Melissa Phillips and Student Services Coordinator, Amy vanGoethem who presented an overview of the program.

Approval of Minutes: Mr. Larson made a motion, seconded by Ms. Michaluk to approve the minutes of the Budget and Appropriation Hearing of August 20, 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.

Ms. Singer made a motion, seconded by Ms. Palic to approve the minutes of the regular meeting of August 20, 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. Singer to approve the Bills Paid Report for the period of August 10, 2024 through September 6, 2024 in the amount of \$726,910. 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 once again visitor counts are up at both locations but that checkouts are slightly down.

He then reported that Student Services Assistant, Susie Sokol, attended “Becoming an Eagle” night at District 73 Hawthorn School for Young Learners (HSYL) where she spoke to 80+ people about the library, providing information and answering any questions for the families of

incoming kindergarteners. Participating in this school event was a great opportunity to meet new families as well as visit with library regulars, while building a partnership with HSYL. Another event welcoming kindergarteners and their families was attended by Outreach Manager Brooke Bahnsen and Aspen After-School Associate Frida Hernandez at the Hawthorn School of Dual Language. As Spanish speakers, Ms. Bahnsen and Ms. Hernandez were able to provide information to families and answer any questions in both English and Spanish.

Lastly, Mr. Archer reported that a new notary appointment scheduling system is up and running, the British television streaming platform Britbox is now available for patrons to check out via the Library's circulating Roku streaming devices, and the Library was closed for staff training on the morning of Friday, September 13.

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, Ms. Michaluk, and Ms. Lawton. Nays; none. Motion carries.

Report of the President: Ms. Ader announced that if anyone would like to attend Trustee Day at the ILA Conference on October 10, to please let Ms. Pantle know by September 24.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: Ms. Dobbs reported that the committee met on September 10 and that they reviewed a draft of the Capital Assessment Report and spent time asking questions. She noted that it will be presented to the full board soon. The committee also discussed the replacement of the bookmobile and the levy. She then directed trustees to the levy worksheet and explained some of the summary points before announcing that the committee is recommending a 3.75% levy increase which will be presented to the board for approval via an ordinance at the October board meeting.

Building and Grounds: No report.

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

Technology: No report.

Resources, Services and Long Range Planning: Ms. Lawton reported that the committee met on August 27 for an Outreach Vehicle Presentation by Specialty Vehicle Services to learn what the Library's options are but that after a long discussion, the committee still had several questions for the consultant that will be answered and discussed at their next meeting on October 8, 2024.

Friends' Representative: Ms. Dobbs reported that the Friends had a meeting on September 8, 2024 to plan for the October 19, 2024 one-day book sale. They discussed possibly banning jobbers and how to handle an anticipated paper bag shortage due to Mariano's no longer donating bags. She lastly reported that the Farmer's Market sales this past summer were very good.

RAILS Representative: No report.

Historical Society Representative: Ms. Lawton reported that the Historical Society met to discuss the holiday open house and about using Cook Library’s interior door to access the Cook House for this event after the tree lighting.

Other Business: None.

Communications: Mr. Larson announced that he will be resigning from the Board effective October 15, 2024 because he will be moving out of the district.

Public questions: None.

Adjournment: Ms. Dobbs made a motion, seconded by Ms. Palic to adjourn the meeting. Having no further business, the meeting was adjourned at 7:45 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