

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

October 15, 2024

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, October 15, 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, Kristen Palic, Lisa Michaluk, and Sara Lawton.

Staff members present were Library Director David Archer, Assistant Director Lauren Cerniglia, Finance Director Crystal Edwards, and Executive Assistant Gabriella Pantle. Also present were Andy Dogan and Kyle Cunningham from Williams Architects, Jeff Chamberlin from 20/10 Engineering Group and district resident Rachael Josephsen.

Public Comment: None.

Capital Needs Assessment Presentation: It was noted that at the April 15 Library Board meeting, trustees approved Resolution 2023-2024/17 approving a proposal from Williams Architects to conduct an updated Capital Needs Assessment for both library locations. The assessments will identify capital improvements needed at both locations over the next ten years and will serve as a tool in future capital decision-making processes and budgeting. Mr. Archer reported that the assessments were conducted over the summer and that the Finance Committee reviewed an initial draft at their meeting in September. He reported further that Mr. Dogan, Mr. Cunningham and Mr. Chamberlin will present an updated draft tonight with an opportunity for questions after.

Mr. Dogan then took trustees through the high points of their findings, grouped by areas for each facility, followed by cost estimates that represent industry expected construction costs based on similar projects as of September 2024 with escalation factors applied to any projects budgeted beyond 2024. Mr. Chamberlin continued by discussing the HVAC, plumbing and electrical findings for each report.

Mr. Dogan, Mr. Cunningham, Mr. Chamberlin and Ms. Cerniglia left the meeting at approximately 8:00 p.m.

Approval of Minutes: Ms. Palic made a motion, seconded by Ms. Singer to approve the minutes of the regular meeting of September 17, 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 September 7, 2024 through October 4, 2024 in the amount of

\$799,123. 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 first that visitor counts continue to be higher each month compared to the previous year with September being no exception; showing a 12% increase. He also reported that since expanding the hours on Sundays from 1-5pm to 12-5pm, the number of visitors on Sundays has increased by 20%, which shows that patrons are taking advantage of the earlier opening time.

Mr. Archer then announced that throughout the month of October, 16 key fob door entry systems will be replaced at both Cook Park and Aspen Drive. He explained that this project was included in the FY2025 budget because the hardware for the current controls was nearing the end of its operational life, and the software will no longer be supported. Mr. Archer also announced that a public address system, like Aspen Drive's, was recently installed at the Cook Park Library, which has significantly improved the broadcasting of emergency information and closing announcements throughout the building. He noted that before this upgrade, announcements were only heard through the speakers on library phones which most patrons were unable to hear. He noted further that this project was funded from the FY2024 budget.

Mr. Archer then reported that the Library's Early Learning Coordinator spoke at the 2024 Illinois Library Association Annual Conference where she first provided an overview of the current research on the science of a baby's developing brain, followed by an explanation of how this science can be applied to library programs and resources to support the development of children aged 0-5 years old. He also reported that during the months of October and November, the Library will be hosting a 35-hour practicum for a student from Mundelein who is enrolled in the Library Technical Assistant Program at the College of DuPage. He explained that the Library will from time to time host practicum students as staff availability permits to contribute to the growth of the profession.

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

Report of the President: Ms. Ader announced that the ILA Legislative Meetup is taking place on December 4 and that if anyone would like to attend, to please let Ms. Pantle know by November 24. She also announced that she is planning a closed session at the November regular meeting for the board to discuss the process of replacing Mr. Larson, noting that a person will need to be appointed by January to comply with state statutes. Lastly, she reported that the patron who submitted a meeting room reservation request to screen a documentary has canceled his request.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices:

Levy Ordinance 2024-2025/2: Ms. Dobbs made a motion, seconded by Ms. Palic to approve Ordinance 2024-2025/2 for the annual Levy in the amount of \$10,717,400 which represents a 3.75% increase over last year's extended levy amount of \$10,330,000. 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.

Building and Grounds: No report.

Policy Review: Ms. Michaluk reported that the committee met on September 24, 2024 and have a few revised policies that they are recommending for approval.

Resolution 2024-2025/3: Ms. Michaluk made a motion, seconded by Ms. Palic to approve Resolution 2024-2025/3 adopting the revised Records of the Secretary Policy. 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.

Resolution 2024-2025/4: Ms. Michaluk made a motion, seconded by Ms. Palic to approve Resolution 2024-2025/4 adopting the revised Security Camera Policy. 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.

Resolution 2024-2025/5: Ms. Michaluk made a motion, seconded by Ms. Singer to approve Resolution 2024-2025/5 adopting the revised Email Communications Policy. 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.

Technology: No report.

Resources, Services and Long-Range Planning: Ms. Ader reported that the committee met on October 10, 2024 and that after a very lengthy discussion on the Bookmobile replacement options, the committee determined that due to there not being a vendor that can supply a reliable EV vehicle in the size needed, the Library will move forward with a gas-powered vehicle. However, before a final decision is made, they have asked the consultant from SVS to explore options for charging the battery bank with solar panels or finding a different battery that wouldn't need to be charged with a gas-powered generator. She noted that the committee should have an update by the next board meeting. She also reported that the committee will explore the possibility of an electric van when it comes time to replace the current one.

Friends' Representative: Ms. Dobbs announced that the fall book sale is taking place on Saturday, October 19.

RAILS Representative: No report.

Historical Society Representative: No report.

Board Communications: Ms. Singer reported on the questions she encountered during her shift at Talk With a Trustee at Aspen.

New Business:

Resolution 2024-2025/2 Honoring Jim Larson as Trustee: Ms. Ader read the resolution and personally thanked Mr. Larson for his service as trustee. She then made a motion, seconded by Ms. Dobbs to approve Resolution 2024-2025/2 honoring Jim Larson as Trustee. 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.

Public questions: Ms. Josephsen asked a question regarding the patron who requested the meeting room to view a documentary.

Adjournment: Ms. Ader made a motion, seconded by Ms. Dobbs to adjourn the meeting. Having no further business, the meeting was adjourned at 8:41 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