

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

November 19, 2024

**Call to order:** The regular meeting of the Cook Memorial Public Library District was held on Tuesday, November 19, 2024, at the Cook Park Library, 413 N. Milwaukee Avenue, 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 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. Palic made a motion, seconded by Ms. Dobbs to approve the minutes of the regular meeting of October 15, 2024. Roll call was as follows: Ayes; Ms. Ader, 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 October 5, 2024 through November 8, 2024 in the amount of \$879,313.00. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Motion carries.

**Report of the Director:** Beginning with statistics, Mr. Archer reported that visitor counts increased 16% over last October and that checkouts increased by 1%. He also reported that the collection size at Cook Park went down 9% due to staff pre-emptively weeding the children's collection to get ready for their move to the meeting room during the children's renewal project.

Mr. Archer then announced that the dedicated air conditioning unit for the Cook Park server room, which was installed in 2001, recently malfunctioned. He reported that after being inspected, it was determined that the unit would need to be replaced as it was beyond repair. He noted that the server room is temporarily being cooled by a portable air conditioner but because it can't maintain optimal temperatures, a new unit will need to be purchased as soon as possible. He noted further that since the old unit was scheduled to be replaced in 2026 per the previous capital needs assessment, it was not included in the FY25 budget. However, per the Purchasing Goods and Services Policy, unbudgeted items exceeding \$10,000 for emergency repairs or equipment replacement may be performed without prior Board or Committee approval.

After informing the Board President of the need to expedite this purchase, two quotes were obtained for installation of a 3-ton Mitsubishi PUY-A36 split system cooling outdoor unit, as recommended by the Library's I.T. contractor. He then shared the quotes received from Sherman Mechanical and F.E. Moran noting that the lower quote at \$15,218 provided by Sherman Mechanical was accepted and installation is scheduled for Thursday, November 21. He also noted that as a capital expense, the unit will be purchased with funds from the Special Reserve Fund.

Mr. Archer also announced that per the recommendation of local first responders, the Library has partnered with the Lake County Health Department to keep Naloxone (Narcan) available at both locations for emergency use. Naloxone is a non-addictive, life-saving medication that can reverse the effects of an opioid overdose when administered promptly. Through this partnership, the medication has been provided

free of charge and select staff members who have volunteered will receive training from the Health Department on November 21.

In other news received from library staff, Mr. Archer reported that a set of sensory kits were recently launched by Children's Services for patrons with sensory needs, CMPLD has renewed their partnership with D128's Transition Pathways program, and all staff were recently migrated to a new computer profile system which has received positive feedback.

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

**Report of the President:** Ms. Ader announced that the next Talk With a Trustee will be January 5 and asked who might be available to attend. Ms. Palic volunteered to participate at Cook Park and Ms. Lawton volunteered to participate at Aspen Drive. Ms. Ader then reported on the new bookstore in downtown Libertyville and suggested that the Library find ways to possibly partner with them. Lastly, she reminded trustees that the Legislative Meetup is coming up next month if anyone is interested in attending.

## **REPORTS OF COMMITTEES AND REPRESENTATIVES**

### **Finance & Employee Practices:**

Ms. Dobbs reported that at their last meeting, the committee reviewed a draft of the Capital Needs Assessment which will be presented to the full board soon. She also reported that the committee reviewed the 2023/2024 Audit which is being presented tonight for the Board to accept. After noting that it was a clean opinion, she briefly went over each new recommendation followed by the status of previous recommendations. She then made a motion, seconded by Ms. Singer to accept the 2023/2024 Audit. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Motion carries.

**Building and Grounds:** No report.

**Policy Review:** No report.

**Technology:** No report.

**Resources, Services and Long-Range Planning:** Ms. Ader reported that the committee met on November 14 to finalize thoughts on the new bookmobile noting that an electric vehicle is no longer possible due to the lack of options for a reliable EV vehicle in the size needed. Therefore, the committee is unanimously recommending via resolution 2024-2025/6, that the Board direct the consultant from Specialty Vehicle Services, in coordination with Library staff, to finalize the design of a 27-foot gasoline-powered Winnebago 425S cutaway-style vehicle with a Ford E-450 chassis, including a stationary battery power system with inverter and battery bank at an estimated cost of \$345,000 to \$360,000.

Ms. Ader then made a motion, seconded by Ms. Michaluk to approve Resolution 2024-2025/6 authorizing Specialty Vehicle Services to finalize a design for a new Outreach vehicle and to proceed to the procurement phase. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Motion carries.

**Friends' Representative:** Ms. Dobbs reported that the Friends made \$2,500 at the one-day book sale last month. She also reported that the Friends conducted a weeding session today of all the leftover books to make room for new donations that will be received for the spring 2025 book sale. Mr. Archer reported that the Friends provided funding for new furniture in the Cook Park Library café.

**RAILS Representative:** No report.

**Historical Society Representative:** Ms. Lawton reported that the Cook House holiday open house will take place on Friday, November 29, 2024 after the tree lighting in Cook Park.

**Other Business:** Ms. Dobbs complimented staff on the Library's Tween Advisory Board and the middle school at-home program.

**Board Communications:** Ms. Lawton complimented staff on the notary scheduling system which she and a friend recently used, noting that it was a very positive experience. Ms. Lawton then reported that she submitted a purchase request for her son and was pleased with not only how quickly it came in but also that staff had already put a hold on it for them.

**Public questions:** None.

**Adjourn to Closed Session:** At 7:20 p.m. Ms. Ader made a motion, seconded by Ms. Dobbs to adjourn to closed session as permitted by 5 ILCS 120/2c-3 to discuss the selection of a person to fill a public office. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Motion carries.

**Regular Meeting Resumes:** The regular meeting resumed at 7:31 p.m.

**Adjournment:** Ms. Singer made a motion, seconded by Ms. Dobbs to adjourn the meeting. Having no further business, the meeting was adjourned at 7:31 p.m. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Motion carries.

Respectfully submitted,

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Karen Singer, Secretary

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Deb Ader, President