

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

December 17, 2024

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, December 17, 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, and Sara Lawton. Lisa Michaluk was absent.

Staff members present were Library Director David Archer and Executive Assistant Gabriella Pantle. Also present was district resident Kara Dirst.

Public Comment: None.

Adjourn to Closed Session: At 6:31 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, and Ms. Lawton. Nays; none. Ms. Michaluk was absent. Motion carries.

Regular Meeting Resumes: The regular meeting resumed at 6:35 p.m.

Appointment of Trustee to fill Vacant Seat: Ms. Ader made a motion, seconded by Ms. Palic to appoint Kara Dirst to the trustee position vacated by Jim Larson on October 15, 2024. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, and Ms. Lawton. Nays; none. Ms. Michaluk was absent. Motion carries. Notary Ms. Pantle then swore in Ms. Dirst.

Approval of Minutes: Ms. Palic made a motion, seconded by Ms. Dobbs to approve the minutes of the regular meeting of November 19, 2024. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, and Ms. Lawton. Nays; none. Ms. Michaluk was absent. Ms. Dirst abstained. Motion carries.

Ms. Palic made a motion, seconded by Ms. Singer to approve the minutes of the closed session of November 19, 2024. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, and Ms. Lawton. Nays; none. Ms. Michaluk was absent. Ms. Dirst abstained. Motion carries.

Ms. Ader made a motion, seconded by Ms. Dobbs to approve the minutes of the special meeting of December 2, 2024. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, and Ms. Lawton. Nays; none. Ms. Michaluk was absent. Ms. Dirst abstained. 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 November 9, 2024 through December 6, 2024 in the amount of \$777,595.00. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Lawton, and Ms. Dirst. Nays; none. Ms. Michaluk was absent. Motion carries.

Report of the President: Ms. Ader reported that due to letters sent to the Northbrook and Highland Park Public Libraries from the ACLU stating that their room rental policies violate the First Amendment, she has directed Administration to have the Library's attorney review the language in our policy. She also reported that she updated the committee assignments and will have Ms. Pantle send them to everyone by the end of the month.

Review of Employee Engagement Report: Mr. Nick Corne of AllOne Consulting joined the meeting virtually at 6:53 p.m. Human Resources Generalist Marla Littlefield joined at the same time in person.

Mr. Corne first spoke briefly about the survey itself noting that the Board proactively initiated it to evaluate staff satisfaction, engagement, and opportunities for improvement and that it achieved an impressive 89.15% response rate from 129 employees. He reported that the data reflects what is typically seen in a large, diverse workplace and that overall, the findings indicate high levels of engagement, with no statistically significant concerns across the ten domains assessed.

He then took the Trustees through the report page by page beginning with the demographics followed by the summary results, key insights for each of the ten domains assessed, and finally their recommendations.

Mr. Corne left the meeting at approximately 7:30 p.m. Mr. Archer informed the trustees that the managers will discuss the survey results in the next couple of days and that he will report their comments back to the trustees in January.

Report of the Director: Mr. Archer reported that door counts experienced a 6.5% increase and that website visits experienced a 13% increase compared to this time last year.

He announced that work to set up the temporary Children's area in the Cook Park Meeting Room in preparation for the Children's Renewal Project has been completed and was opened to patrons on Friday, December 13. After months of planning and prep work, maintenance staff began on December 9 with the installation of 178 shelves in a layout that was designed to accommodate as many children's materials as possible in the limited space. He noted that the Children's area on the main floor is now officially closed with construction scheduled to begin on January 2, 2025.

Mr. Archer also announced that two sewing machines were added to CMPLD's Library of Things after frequently being requested by many patrons. The machines come with a selection of accessories and are packaged in a wheeled carrying case for easy transport. They have a one-week checkout with two renewals allowed.

Additionally, he announced that Children’s partnered with the Village of Libertyville Recreation Department to offer a “North Pole Express” event which included library staff sharing the book *Polar Express* with more than 100 kids and their families while everyone traveled by train to the “North Pole” (Fox Lake). Libertyville’s Recreation Department is hoping to make this a seasonal event and looks forward to partnering with the Library on additional events.

He then reported that for three years the Library has partnered with District 73 Hawthorn School for Young Learners (HSYL) to introduce the Library to all kindergarten students and that so far this year, HSYL has been visited by staff members 18 times, seeing all 215 students each month. Lastly, he reported that for the second year, the Cook Park Library stayed open late during the Libertyville Tree Lighting Ceremony on Black Friday and provided 260 visitors with a warm place to gather.

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

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: No report. Ms. Dobbs did state that the committee should meet in January or early February to discuss the Capital Needs Assessment and the Capital Reserve Funds.

Building and Grounds: No report.

Policy Review: No report.

Technology: No report.

Resources, Services and Long-Range Planning: No Report. Ms. Ader stated that the committee will need to meet in early March.

Friends’ Representative: Ms. Dobbs reported that the Board has a new secretary and also that the president has been able to acquire juvenile fiction books from area schools noting that there is always a shortage of these types of books at their book sales. Lastly, she reported that the Friends once again funded the books for the One Book, One Community program.

RAILS Representative: No report.

Historical Society Representative: Ms. Lawton reported that the last open house occurred during the tree lighting ceremony and that they’d had the door connecting the library to the Cook House open but did not get a lot of traffic **through that entrance. Once the front doors were open after the tree lighting, there was enough traffic to make it one of the highest visitor count and donation days of the year.** ~~She noted that the highest donation day was when the front doors to the Cook House were open.~~ (amended by Sara Lawton)

Other Business:

Review of Per Capita Grant Requirements: Mr. Archer explained that to be eligible for Illinois Public Library Per Capita grants, libraries are required to review a checklist to determine if they meet – or show progress in meeting – dozens of standards. He noted that CMPLD receives approximately \$90,000 annually in Per Capita grant funds. He reported that CMPLD met all standards except for one which requires a formal communications plan. He explained that work on this plan is currently underway with emergency communications already documented.

Communications: None.

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 8:02 p.m. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Lawton, and Ms. Dirst. Nays; none. Ms. Michaluk was absent. Motion carries.

Respectfully submitted,

Karen Singer, Secretary

Deb Ader, President