

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

March 18, 2025

**Call to order:** The regular meeting of the Cook Memorial Public Library District was held on Tuesday, March 18, 2025, 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 Phyllis Dobbs, Karen Singer, Kristen Palic, Lisa Michaluk, and Sara Lawton. Kara Dirst was absent.

Staff members present were Library Director David Archer, Finance Director Crystal Edwards and Executive Assistant Gabriella Pantle.

**Public Comment:** None

**Approval of Minutes:** Ms. Singer made a motion, seconded by Ms. Dobbs to approve the minutes of the regular meeting of February 18, 2025. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Dirst was absent. 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 February 8, 2025 through March 7, 2025 in the amount of \$884,398.11. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Dirst was absent. Motion carries.

**Report of the Director:** After providing an overview of the statistical report, Mr. Archer and the trustees briefly discussed the possible elimination of the Institute of Museum and Library Services (IMLS) by a recent Presidential Executive Order and how it may impact CMPLD. Of the \$180 million that the IMLS's Grants to States Program provides to state libraries, the Illinois State Library received \$5.7 million in the fiscal year 2025 which provides grants, continuing education and funds for interlibrary loan and delivery services by RAILS.

Mr. Archer then reported on the migration to SharePoint 365 and the updating of endcap signs at Cook Park and Aspen Drive.

**Approve Report of the Director:** Ms. Dobbs made a motion, seconded by Ms. Ader, 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. Michaluk. Nays; none. Ms. Dirst was absent. Motion carries.

**Report of the President:** Ms. Ader reminded trustees to complete their Statement of Economic Interest forms which need to be submitted to the Lake County Clerk's Office no later than May 1, 2025.

## **REPORTS OF COMMITTEES AND REPRESENTATIVES**

**Finance & Employee Practices:** Currently no report but Ms. ~~Ader~~ Dobbs stated that the committee has a meeting on April 16.

**Policy Review:** Ms. Michaluk reported that the committee met on February 27 and reviewed four revised policies

**Approval of Resolution 2024-2025/9:** Mr. Archer and Ms. Edwards reported that the committee reviewed a completely revamped Reimbursement Policy that provides better clarity, consistency and compliance with both federal and state guidelines, noting that a key change was to align meal expense reimbursements with the U.S. General Services Administration (GSA) per diem rates for Lake County. Additional updates provide clearer guidance on transportation, lodging, and mileage reimbursements which will support transparency, fiscal responsibility, and assurance that the policy reflects current best practices.

He also reported that the committee briefly discussed deleting a provision that provides employees who work remotely a monetary allowance based on their total remote hours in a calendar month. Legal counsel reviewed the provision and advised that because the Library does not require remote work, there is no legal obligation to provide reimbursement. However, he noted that retaining the provision could be advantageous in situations where employees must work from home, such as during weather-related closures. Ultimately, he emphasized that the decision rests with the Board.

The trustees proceeded to discuss the revisions being proposed which prompted some questions that will require further review by legal counsel.

Ms. Michaluk then made a motion, seconded by Ms. Ader to approve Resolution 2024-2025/9 abolishing the current version of the Reimbursement Policy and adopting the new version. Roll call was as follows: Ayes; none. Nays; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Ms. Dirst was absent. Motion fails.

**Approval of Resolution 2024-2025/10:** Ms. Michaluk reported that at their meeting last September, committee members were presented with a completely revamped version of the Meeting Room Policy which simplified the language and eliminated redundant information. She then made a motion, seconded by Ms. Palic to approve Resolution 2024-2025/10 abolishing the current version of the Meeting Room Policy and adopting the new version. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Dirst was absent. Motion carries.

**Approval of Resolution 2024-2025/11:** Ms. Michaluk reported that in 2023, the full board discussed the Library's role in providing space for donation boxes from community groups. Since then, the Policy Committee has revisited the issue multiple times and is now recommending the approval of a stand-alone policy that was drafted by Library legal counsel.

After questioning how this policy would affect some of the events and programs that are run by the Friends of the Library, trustees asked Administration to take it back to legal counsel for his advice.

Ms. Michaluk then made a motion, seconded by Ms. Palic to approve Resolution 2024-2025/11 adopting a Charity Collection Containers Policy. Roll call was as follows: Ayes; none. Nays; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Ms. Dirst was absent. Motion fails.

Approval of Resolution 2024-2025/12: Ms. Michaluk reported that the current versions of the Electronic Information and Computer Use Policy and Wireless Internet Policy had similar overlapping language and intent so they were combined into one new policy. She then made a motion, seconded by Ms. Dobbs to approve Resolution 2024-2025/12 abolishing the current versions of the Wireless Internet and Computer Use Policies and adopting a combined version. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Dirst was absent. Motion carries.

**Building and Grounds:** Currently no report but Ms. Lawton stated that the committee has a meeting on April 8.

**Technology:** Ms. Palic reported on what was discussed at their meeting on March 12.

**Resources, Services and Long-Range Planning:** Ms. Ader reported that at their meeting on March 6, the committee discussed the design of the new bookmobile and what things needed to be redesigned. They also discussed the Neighborhood Bookmobile Stop Schedule, what they learned from the marketing campaign and what the recommendations are for the updated outreach service model.

**Friends' Representative:** Ms. Dobbs reported that the spring book sale is on April 5 and 6 and that the Friends are looking for volunteers on 3/25 from 10-12 and on 3/27 from 6-8 to sort books, etc.

**RAILS Representative:** No report.

**Historical Society Representative:** No report.

**Other Business:** Mr. Archer first showed slides of the Children's Renewal Project and reported that due to a delay in receiving shelving, it is now scheduled to be completed in May. He then went over the schedule explaining what is left to be done and the financials, noting that he predicts the project will come in under budget. Lastly, he announced that the new children's area is scheduled to reopen May 27.

Approval of Resolution 2024-2025/13: Ms. Ader made a motion, seconded by Ms. Michaluk to approve Resolution 2024-2025/13 approving change orders with contractors in the amount of \$11,221.50 and credits totaling \$14,202.30, resulting in a credit of \$2,980.80 for the Cook Park Library Children's Renewal Project. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms.

Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Dirst was absent. Motion carries.

**Communications:** Ms. Dobbs reported that Grayslake public schools' art fair at Grayslake Library included pieces of artwork from every student at every school and noted how nice it was.

**Public questions:** None.

**Adjournment:** Ms. Palic made a motion, seconded by Ms. Dobbs to adjourn the meeting. Having no further business, the meeting was adjourned at 8:03 p.m. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Dirst was absent. Motion carries.

Respectfully submitted,

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Karen Singer, Secretary

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Deb Ader, President