

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

April 15, 2025

**Call to order:** The regular meeting of the Cook Memorial Public Library District was held on Tuesday, April 15, 2025, 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 Phyllis Dobbs, Karen Singer, Kristen Palic, Lisa Michaluk, Sara Lawton, and Kara Dirst.

Staff members present were Library Director David Archer, Finance Director Crystal Edwards and Executive Assistant Gabriella Pantle. Also present were Jeanine Chyna of the Friends of the Library and Vernon Hills district resident Jack Knizhnik.

**Public Comment:** None

**Approval of Minutes:** Ms. Palic made a motion, seconded by Ms. Dobbs to approve the minutes of the regular meeting of March 18, 2025 as amended. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, Ms. Lawton, and Ms. Dirst. 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 March 8, 2025 through April 4, 2025 in the amount of \$1,052,818.94. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, Ms. Lawton, and Ms. Dirst. Nays; none. Motion carries.

**Report of the Director:** After providing an overview of the statistical report, Mr. Archer reported that CMPLD's Support Services Librarian attended the Innovative Users Group (IUG) Annual Conference earlier this month in Denver. The event offered more than 100 specialized sessions for users of Innovative Interfaces which is the company behind the software that powers the Library's online catalog and key modules such as circulation, cataloging, and acquisitions. He noted that the conference is a valuable opportunity to gain insights, share best practices, and explore new features that help make the most of the Library's management system.

He also reported that during National Library Week, both libraries hosted a pop-up event to promote the **Library of Things** items that are available for checkout, particularly the sewing machines and video magnifiers. Approximately 60 patrons approached the booths to get more information and to express their excitement about all the items offered.

Mr. Archer then spoke briefly about the funding received from the Institute of Museum and Library Services (IMLS), how those funds are allocated in Illinois and the potential impact to libraries when funds are cut due to the elimination of the IMLS.

Ms. Dobbs suggested that the pop-ups during National Library Week be scattered throughout the day during next year's National Library Week instead of them taking place at the same time every day. Ms. Lawton asked if CMPLD would have a display promoting the Library of Things, similar to what she saw at another library. Mr. Archer confirmed that staff will be rolling that out soon.

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

**Report of the President:** Ms. Ader first reported that she had coffee with Trustee-elect Rachael Josephsen and then reminded trustees to complete their Statement of Economic Interest forms by May 1, 2025.

## **REPORTS OF COMMITTEES AND REPRESENTATIVES**

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

**Policy Review:** No report.

**Building and Grounds:** Ms. Lawton reported that **due to there not being a quorum**, the committee had **an informal** meeting on April 8 and that they discussed, among other things, the Cook Park Library roof replacement and the door access control project. She noted that these items **are scheduled to be discussed at** ~~will be going to~~ the Finance Committee's ~~for discussion~~ ~~at their~~ meeting tomorrow. (amended per comments at 5/20/25 board meeting)

**Technology:** No report.

**Resources, Services and Long-Range Planning:** No report.

**Friends' Representative:** Ms. Dobbs introduced Jeanine Chyna who is the Treasurer for the Friends of the Library. Ms. Chyna reported that the Friends had a great book sale at the beginning of the month that brought in \$5,200 in sales, \$550 of which were for memberships. She mentioned that they unfortunately experienced a power outage during the sale for about 50 minutes which made processing credit card payments challenging but that otherwise, the sale went great. At this point, she stated that they are now looking for projects to fund for the Library and will be working with staff to identify some things.

**RAILS Representative:** No report.

**Historical Society Representative:** No report.

**Other Business:** None.

**Communications:** Ms. Dobbs reported that she participated in Talk With a Trustee this past Sunday and that she received many questions about the Cook Park Children's Refresh Project. Some asked if the project was worth the time and money to which she responded that updating the children's department was the biggest feedback received from the Strategic Plan Survey by the community. She heard very positive feedback about the new study rooms at Cook Park and also received requests for more programs on stress management and job seeking as well as having board games to check out like other libraries.

**Public questions:** Mr. Knizhnik asked when the Children's area will open to which Mr. Archer responded on May 27.

**Adjournment:** Ms. Ader made a motion, seconded by Ms. Dobbs to adjourn the meeting. Having no further business, the meeting was adjourned at 7:09 p.m. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, Ms. Lawton, and Ms. Dirst. Nays; none. Motion carries.

Respectfully submitted,

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Karen Singer, Secretary

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Deb Ader, President