

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

May 20, 2025

**Call to order:** The regular meeting of the Cook Memorial Public Library District was held on Tuesday, May 20, 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, 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 Trustee-elect Rachael Josephsen, her family, and district resident James Holm.

**Public Comment:** None.

**Swearing in of Trustees:** Executive Assistant and Notary Public Gabriella Pantle swore in re-elected incumbents Phyllis Dobbs, Kristen Palic and Sara Lawton and newly elected trustee Rachael Josephsen.

**Election of Officers:** Ms. Ader opened the floor for nominations for the office of President and asked if there were any nominations. Ms. Dobbs nominated Deb Ader. Ms. Ader then asked if there were any further nominations. Hearing none, she declared the nominations closed and made a motion to nominate herself to the office of President. Ms. Dobbs seconded the motion. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, Ms. Lawton, and Ms. Josephsen. Nays; none. Motion carries.

Ms. Ader then opened the floor for nominations for the office of Vice-President and asked if there were any nominations. Ms. Palic nominated Lisa Michaluk. Ms. Ader then asked if there were any further nominations. Hearing none, she declared the nominations closed and made a motion to nominate Lisa Michaluk to the office of Vice-President. Ms. Palic seconded the motion. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, Ms. Lawton, and Ms. Josephsen. Nays; none. Motion carries.

Ms. Ader opened the floor for nominations for the office of Treasurer and asked if there were any nominations. Ms. Ader nominated Phyllis Dobbs then asked if there were any further nominations. Hearing none, she declared the nominations closed and made a motion to nominate Phyllis Dobbs to the office of Treasurer. Ms. Singer seconded the motion. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, Ms. Lawton, and Ms. Josephsen. Nays; none. Motion carries.

Ms. Ader opened the floor for nominations for the office of Secretary and asked if there were any nominations. Ms. Singer nominated Sara Lawton. Ms. Ader then asked if there were any further nominations. Hearing none, she declared the nominations closed. Ms. Singer made a motion,

seconded by Ms. Ader to nominate Sara Lawton to the office of Secretary. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, Ms. Lawton, and Ms. Josephsen. Nays; none. Motion carries.

**Approval of the Minutes:** Ms. Palic made a motion, seconded by Ms. Dobbs to approve the minutes of the regular meeting of April 15, 2025 as amended. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, Ms. Lawton, and Ms. Josephsen. Nays; none. Motion carries.

**Approval of the Bills:** Ms. Dobbs made a motion, seconded by Ms. Michaluk to approve the Bills Paid Report for the period of April 5, 2025 through May 9, 2025 in the amount of \$895,047.76. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, Ms. Lawton, and Ms. Josephsen. Nays; none. Motion carries.

**Report of the Director:** Mr. Archer reported that due to the Cook Park children's department and meeting room being closed for the Refresh Project, visitor counts and program attendance are still down but expects these numbers to bounce back once the project has been completed and the rooms re-open.

While providing an update on the Children's Area Renewal Project, now referred to as the Youth Area, Mr. Archer wanted to share how grateful everyone is to Jim Jelke, Friends of the Library President, for his personal donation of \$15,000 and to the Friends of the Library Organization for their contribution of \$18,000 towards the project. He then reported that while the overall project budget had to be increased from the approved \$970,000 to \$1,065,000 due to higher-than-expected bids, it's anticipated that final costs will come in under this revised budget figure. Lastly, Mr. Archer announced that installation of the shelving was completed the week of May 12 followed by the books being returned to the shelves by movers on May 16. The temporary youth space in the meeting room closed at 5pm on Sunday, May 18 and those materials are being moved to the renewed area this week with the grand opening of the Youth Area scheduled for May 29.

Mr. Archer provided an update on the Institute of Museum and Library Services (IMLS) from RAILS and announced that the Library is Human Guidelines have been updated per the latest Strategic Plan which will be used as the basis for ongoing training and development for all team members as well as during the onboarding process for new staff.

**Approve Report of the Director:** Ms. Palic made a motion, seconded by Ms. Dobbs, 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. Josephsen. Nays; none. Motion carries.

**Report of the President:** Ms. Ader distributed the Board Committee Assignments noting that the only change is the addition of Ms. Josephsen to the Building and Grounds, Resources, Services & Long Range Planning and Technology Committees.

## **REPORTS OF COMMITTEES AND REPRESENTATIVES**

**Finance & Employee Practices:** Ms. Dobbs reported that at their meeting in April, the Committee reviewed the Library's current financial status and discussed the Capital Needs Assessment which she noted requires further review.

**Policy Review:** Ms. Michaluk reported that at the March 18 board meeting, trustees reviewed and discussed a completely revamped Reimbursement Policy. In addition to a change that Ms. Dobbs requested on the per diem amounts in Article III, Section 1, and her concern regarding the text, "cellular **or** internet services," in Article V, Section 1, a question arose regarding mileage reimbursement between library locations that everyone wanted legal counsel to review before giving final approval. Consequently, the resolution to approve the new Reimbursement Policy was voted down. She announced that the revised version being presented tonight was reviewed and amended by legal counsel to address the questions and concerns brought up at the March 18 meeting and which the committee is recommending be approved. Ms. Michaluk then made a motion, seconded by Ms. Palic to renew the motion that was defeated at the March 18, 2025 meeting 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; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, Ms. Lawton, and Ms. Josephsen. Nays; none. Motion carries.

Ms. Michaluk then reported that at the March 18 board meeting trustees were also presented with a resolution to approve the new Collection Containers Policy. However, after discussing, trustees voted down that resolution as well because they first wanted legal counsel's advice on how this policy would affect some of the events and programs that are run by the Friends of the Library. She announced that the revised version being presented tonight includes new language provided by the attorney that exempts the Friends from the policy and which the committee is recommending being approved. She then made a motion, seconded by Ms. Palic to renew the motion that was defeated at the March 18, 2025 meeting to approve Resolution 2024-2025/11 adopting a new Charity Collection Containers Policy. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, Ms. Lawton, and Ms. Josephsen. Nays; none. Motion carries.

**Building and Grounds:** No report.

**Technology:** No report.

**Resources, Services and Long Range Planning:** Ms. Ader announced that the Bookmobile is currently out to bid and the committee will have a meeting in July to review them.

**Friends' Representative:** No report.

**RAILS Representative:** No report.

**Historical Society Representative:** Ms. Lawton reported that the Cook House's 2025 Summer Open Houses will begin in June.

**Other Business:** None

**Communications:** None.

**Public questions:** None.

**Adjournment:** Ms. Singer made a motion, seconded by Ms. Dobbs to adjourn the meeting. Having no further business, the meeting was adjourned at 7:13 p.m. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, Ms. Lawton, and Ms. Josephsen. Nays; none. Motion carries.

Respectfully submitted,

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Sara Lawton, Secretary

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Deb Ader, President