

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

June 17, 2025

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, June 17, 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: Karen Singer, Kristen Palic, Lisa Michaluk, Sara Lawton, and Rachael Josephsen. Phyllis Dobbs was absent.

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

Public Comment: None.

Approval of the Minutes: Ms. Palic made a motion, seconded by Ms. Michaluk to approve the minutes of the regular meeting of May 20, 2025. Roll call was as follows: Ayes; Ms. Ader, Ms. Singer, Ms. Palic, Ms. Michaluk, Ms. Lawton, and Ms. Josephsen. Nays; none. Ms. Dobbs was absent. Motion carries.

Approval of the Bills: Ms. Ader made a motion, seconded by Ms. Singer to approve the Bills Paid Report for the period of May 10, 2025 through June 6, 2025 in the amount of \$766,596.90. Roll call was as follows: Ayes; Ms. Ader, Ms. Singer, Ms. Palic, Ms. Michaluk, Ms. Lawton, and Ms. Josephsen. Nays; none. Ms. Dobbs was absent. Motion carries.

Report of the Director: After providing an update on the monthly statistics, Mr. Archer reported that the Summer Reading Kickoff event at Aspen, which took place after hours, was attended by 416 people. The event offered RA services, special crafts for all ages, a library scavenger hunt, snacks, and an opportunity to register early for the Summer Reading Program of which 345 people took advantage. He also reported that the Town & Country Garden Club of Libertyville, who has been a longtime supporter of the Library, has generously planted seasonal flowers in the pots at both Cook Park entrances for many years. Last month, the Club expanded its efforts by planting a beautiful pollinator garden near the north entrance across from the Village Hall.

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

Report of the President: Ms. Ader reported on a letter that she received from a high school student. She also reported that the state is going to require that the Library must have staff who can administer Narcan. Mr. Archer announced that Narcan is already available at both locations and 30 staff members have been trained to administer it.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices:

Schedule Budget and Appropriation Hearing: The Budget and Appropriation Hearing was scheduled for August 19, 2025 at 6:15pm.

Approval of FY2026 Operating Budget: In Ms. Dobbs' absence, Ms. Ader reported that the committee is recommending approval of the budget presented at their meeting on June 3, 2025. Ms. Edwards then reported that this budget draft reflects maintaining a 0.5% reserve based on consistent property tax collection rates observed since FY2022. It also reflects actual FY2025 utilities usage and current rate forecasts noting that prior increases helped buffer rate volatility. She reported that health insurance benefits have increased with the PPO and HDHP premiums going up 9% and the HMO premiums going up 6.7%. Under Professional Services, she reported that the increase to the Consulting line item reflects a shift to external HR consulting services noting that this model, which is used by other peer libraries, will provide limited, flexible support while Administration evaluates the Library's long term HR needs. Professional Services also includes \$9,600 for Phase 3 of the Outreach Vehicle Project should the Board approve proceeding to procurement, and a \$5,000 placeholder for a preliminary solar project evaluation. Under Capital Budget, she reported that a placeholder was included to fund necessary capital improvements and noted that the Board may consider levying an additional special tax to cover this amount, if deemed appropriate. Mr. Archer discussed the salary schedule after which Ms. Ader made a motion, seconded by Ms. Michaluk to approve the FY2026 Operating Budget. Roll call was as follows: Ayes; Ms. Ader, Ms. Singer, Ms. Palic, Ms. Michaluk, Ms. Lawton, and Ms. Josephsen. Nays; none. Ms. Dobbs was absent. Motion carries.

Policy Review: No report.

Building and Grounds: No report.

Technology: No report.

Resources, Services and Long Range Planning: Ms. Ader announced that the bids for the Bookmobile are due next week and that they have a meeting on July 24.

Friends' Representative: No report.

RAILS Representative: No report.

Historical Society Representative: No report.

Other Business:

Approval of Resolution 2024-2025/14: Ms. Ader made a motion, seconded by Ms. Palic to approve Resolution 2024-2025/14 authorizing the Library’s participation in the nonresident fee program. Roll call was as follows: Ayes; Ms. Ader, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Josephsen abstained, and Ms. Dobbs was absent. Motion carries.

Approval of Ordinance 2024-2025/3: Ms. Ader made a motion, seconded by Ms. Palic to approve Ordinance 2024-2025/3 setting forth the schedule of regular meetings of the Board of Library Trustees of the Cook Memorial Public Library District for the fiscal year commencing July 1, 2025 and ending June 30, 2026. Roll call was as follows: Ayes; Ms. Ader, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton, and Ms. Josephsen. Nays; none. Ms. Dobbs was absent. Motion carries.

Approval of Resolution 2024-2025/15: Ms. Ader made a motion, seconded by Ms. Singer to approve Resolution 2024-2025/15 authorizing the Library Director and Finance Director to execute required paperwork with all designated, eligible depository institutions for the fiscal year July 1, 2025 through June 30, 2026. Roll call was as follows: Ayes; Ms. Ader, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton, and Ms. Josephsen. Nays; none. Ms. Dobbs was absent. Motion carries.

Selection of Trustees for Annual Secretary’s Audit: Ms. Michaluk and Ms. Singer volunteered to conduct the audit.

Communications: Ms. Lawton reported that she attended Information Services Librarian Joe Murrow’s program and commented how much she enjoyed it saying that his enthusiasm was infectious for her and everyone else that attended. Ms. Josephsen reported that her son was very excited about seeing Children’s Librarian Rob Eckmann at his school.

Public questions: None.

Adjournment: Ms. Singer made a motion, seconded by Ms. Ader to adjourn the meeting. Having no further business, the meeting was adjourned at 7:26 p.m. Roll call was as follows: Ayes; Ms. Ader, Ms. Singer, Ms. Palic, Ms. Michaluk, Ms. Lawton, and Ms. Josephsen. Nays; none. Ms. Dobbs was absent. Motion carries.

Respectfully submitted,

Sara Lawton, Secretary

Deb Ader, President