

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

July 15, 2025

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, July 15, 2025 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, Lisa Michaluk, and Sara Lawton. Rachael Josephsen was absent.

Staff members present were Library Director David Archer, Finance Director Crystal Edwards and Executive Assistant Gabriella Pantle. Also present were James Lang, Jorge Ramon, and Brian Burcham of Centrica Business Solutions.

Ms. Josephsen joined the meeting at 6:32 p.m.

Public Comment: None.

Solar/LED Feasibility Assessment Presentation: Mr. Lang first presented an overview of solar options for Cook Park, as well as other cost-saving strategies that support the Library's strategic initiative to incorporate renewable energy into building repairs and replacements. Mr. Burcham then discussed the scope of the project, including the solar layout, and the financial summary.

Mr. Lang, Mr. Ramon and Mr. Burcham left the meeting at approximately 7:10 p.m. After a lengthy discussion, trustees had further questions for Centrica Business Solutions and asked Mr. Archer to obtain the answers to them before the next board meeting.

Approval of the Minutes: Ms. Ader made a motion, seconded by Ms. Dobbs to approve the minutes of the regular meeting of June 17, 2025. 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. Singer to approve the Bills Paid Report for the period of June 7, 2025 through June 30, 2025 in the amount of \$953,135.55. 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 door counts at Cook Park went up just over 19% and attributes that to the Youth Department reopening after being closed for several months during its renovation. He anticipates that program attendance will also increase. He then announced that last month the Digital Services Department kicked off a Microsoft365 Summer School training program for staff with 10 weekly sessions that demonstrate different features in the Microsoft365 platform. Staff use nostalgia inducing "report cards" to track their progress by

obtaining stickers when they complete each training session. He noted that feedback for the program has been very positive.

Mr. Archer also reported that patron usage of the Library databases continue to increase with FY25 usage increasing by 13% over the prior year. This was driven by the Library's expanded subscriptions to the New York Times digital edition and by the Library's switch to Udemu which is an online learning platform of over 200,000 courses across various subjects including business, technology, arts, and health. Additionally, he reported that the Library was able to save over \$50,000 in FY25 due to the State of Illinois' new statewide EBSCO database program, which allowed the Library to replace several previous database subscriptions with their EBSCO equivalents.

Approve Report of the Director: Ms. Dobbs made a motion, seconded by Ms. Josephsen, 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: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: Ms. Dobbs reported that the committee met before tonight's board meeting and reviewed the Budget & Appropriation Ordinance which they unanimously approved. She noted that it will be presented to the full board at the August board meeting. She also noted that the committee will meet to discuss Mr. Archer's review before the Budget and Appropriation Hearing on August 19.

Policy Review: No report.

Building and Grounds: No report.

Technology: No report.

Resources, Services and Long Range Planning: Ms. Ader reported that the committee will be meeting on July 24 to go over the bookmobile bids.

Friends' Representative: Ms. Dobbs announced that the fall book sale has been scheduled for October 18 and 19 and that the Friends received 17 boxes of books from a couple of schools in Deerfield for which they are very grateful.

RAILS Representative: No report.

Historical Society Representative: No report.

Other Business: Ms. Palic reported that she participated in Talk With a Trustee at Cook Park this past Sunday and that she received several complaints regarding parking in the Library lot

during the Dog Days of Summer event. Other comments that she received included opening earlier on Sundays, having board game checkouts and/or an exchange, and more quiet spaces.

Ms. Singer reported that she participated in Talk With a Trustee at Aspen Drive and reported that a senior citizen asked if it would be possible to have ESL classes at the Victory Center.

Communications: None.

Public questions: None.

Adjournment: Ms. Dobbs made a motion, seconded by Ms. Ader 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, Ms. Lawton, and Ms. Josephsen. Nays; none. Motion carries.

Respectfully submitted,

Sara Lawton, Secretary

Deb Ader, President