

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

August 19, 2025

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, August 19, 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 Rachael Josephsen.

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. Singer made a motion, seconded by Ms. Michaluk to approve the minutes of the regular meeting of July 15, 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 July 1, 2025 through August 8, 2025 in the amount of \$1,038,274.30. 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 announced that a new Trustee Sharepoint page has been created and showed trustees how to access it. Then after providing an update on the monthly statistics, Mr. Archer reported that two bills pertinent to libraries were signed into law and will go into effect in January. One authorizes library boards to charge nonresident library fees on a quarterly or biannual basis, rather than requiring payment in one lump sum. The other requires libraries to maintain a supply of Narcan and to take reasonable steps to have at least one employee trained to identify the signs of opioid overdose present at the library during operating hours to administer. He also reported that an updated version of the Library's mobile app, which will have a vastly improved modern look and experience, is expected soon.

Reporting next on news received from staff, Mr. Archer communicated that Outreach staff and the Bookmobile attended the Vernon Hills National Night Out event on August 5 and that over 800 people stopped by the table outside the Bookmobile to spin the prize wheel. He also announced that two of the three After School Associate positions have been filled and the Outreach Manager and Student Services Coordinator organized a series of visits with students at District 73 and 70.

Approve Report of the Director: Ms. Dobbs made a motion, seconded by Ms. Palic, 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 reported that spam emails are being sent to random people under her email address and to be alert. She also reported on a Municipal Minutes newsletter that she recently read about social media posts and 1st Amendment rights which has prompted a review of the Library's Social Media Policy by legal counsel.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices:

Approval of Budget and Appropriation Ordinance: Ms. Dobbs made a motion, seconded by Ms. Palic to approve Ordinance 2025-2026/1 adopting the combined annual budget and appropriation of funds for Cook Memorial Public Library District for the fiscal year beginning on the 1st day of July 2025, and ending on the 30th day of June 2026. 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.

Policy Review: No report.

Building and Grounds: No report.

Technology: No report.

Resources, Services and Long Range Planning:

Approval of Resolution 2025-2026/1: Ms. Ader reported that at the July 24, 2025 Resources, Services and Long Range Planning Committee meeting, committee members reviewed bids from three companies for the new Outreach vehicle. With input and a recommendation from the consultant at Specialty Vehicle Services, the committee is making a unanimous recommendation to the full Board via this Resolution, to accept a proposal from TechOps Specialty Vehicles who submitted the lowest responsive bid. Ms. Ader then made a motion, seconded by Ms. Singer to approve Resolution 2025-2026/1 authorizing the purchase of a new Outreach vehicle from TechOps Specialty Vehicles in an amount not to exceed \$362,000. 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.

Friends' Representative: Ms. Dobbs reported that the Friends are looking for volunteers to help prepare for the book sale. She noted that those interested should meet in the basement at Aspen Drive on 8/21 from 6-8pm.

RAILS Representative: No report.

Historical Society Representative: Ms. Lawton reported that the last summer Open House at the Cook Mansion is this Sunday and the Cemetery Walk will be on September 6.

Other Business: Summarizing what was discussed at the July board meeting, Mr. Archer explained that representatives from Centrica Business Solutions had presented a preliminary Solar and LED feasibility assessment for the Library which raised several questions by Trustees. Mr. Archer then shared a document listing the answers to those questions. After reviewing the document, trustees agreed that the Building and Grounds Committee should continue investigating this project and bring their findings back to the full board at a future board meeting.

Communications: Ms. Michaluk reported that one of her neighbors inquired about eBook checkout limits and whether these limits could be expanded. Mr. Archer asked for the neighbor's contact information so that he may communicate with him.

Public questions: None.

Adjournment: Ms. Ader made a motion, seconded by Ms. Dobbs to adjourn the meeting. Having no further business, the meeting was adjourned at 7:22 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