

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

September 16, 2025

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, September 16, 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, 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. Ader made a motion, seconded by Ms. Michaluk to approve the minutes of the Budget and Appropriation Hearing of August 19, 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.

Ms. Palic made a motion, seconded by Ms. Singer to approve the minutes of the regular meeting of August 19, 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. Michaluk to approve the Bills Paid Report for the period of August 9, 2025 through September 5, 2025 in the amount of \$740,837.14. 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: After briefly going over statistics, Mr. Archer reported that the fall all-staff meeting was held on Friday, September 12 which included a presentation from Martina Mathisen, a well-regarded presenter at libraries and businesses throughout the area. He noted that she led an interactive program on team dynamics that helps people better understand themselves and their coworkers.

Reporting next on news received from staff, Mr. Archer announced that the Library hosted its first ever “Repair Fair” on August 9 and that it was very well received by the community. The event, which invited participants to bring up to two broken items for skilled volunteers to assess and repair, was a great way to promote sustainability, reduce waste, and connect community members with helpful resources.

He then announced that the Library will once again be offering the digital edition of the Chicago Tribune after the Tribune’s management company pulled out of PressReader in 2024, leaving libraries without digital access. Through the advocacy of RAILS and several Chicagoland

libraries, the Tribune has piloted a direct access program that will be rolling out to all libraries within the next couple of months.

He also announced that the Library now offers a weekly drop-in Computer Basics Lab every Friday morning at the Aspen Drive Library that allows patrons to go in and learn everything from how to use a mouse to best practices for staying safe online. Feedback from attendees so far indicates that the new format has been useful, with a few returning for multiple sessions. He noted that these sessions will continue through fall and winter and that in-house promotions will be conducted to reach more patrons.

Lastly, Mr. Archer shared that the Library is also now offering adult volunteer opportunities in the areas of craft programming, local history and the Seed Library. This will be promoted to patrons in the October e-newsletter and descriptions and links can be found on the Library's website.

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. Josephsen. Nays; none. Motion carries.

Report of the President: Ms. Ader reported that she and Mr. Archer had a conference call with Centrica Business Solutions to get answers to some of the questions asked by Trustees at the July board meeting that they felt had not been adequately addressed. They both felt that they now had enough information on the solar/LED feasibility assessment for the Building and Grounds Committee to continue investigating it.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: Ms. Dobbs reported that the committee met on September 9 to discuss the levy. She shared the committee's thought process on why they decided to unanimously recommend a 4% levy. She then made a motion, seconded by Ms. Josephsen to approve Annual Levy Ordinance 2025-2026/2. 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. The committee will meet on December 3, 2025.

Building and Grounds: No report. The committee will meet on September 30, 2025.

Technology: No report.

Resources, Services and Long Range Planning: No report.

Friends' Representative: Ms. Dobbs reported that the Friends will start book sorting sessions this weekend in preparation for the book sale in October. She also reported that the donation bins are now out at both library locations.

RAILS Representative: No report.

Historical Society Representative: No report.

Communications: Ms. Dobbs reported that several area libraries have joined Cooperative Computer Services (CCS) and suggested that CMPLD consider joining as well. Mr. Archer suggested having the executive director of CCS present to the full board. Ms. Ader said that this is something that can be explored by the Long Range Planning Committee.

Ms. Josephsen shared that her son had used the Touch Table recently and wanted to bring to the attention of staff that she feels the table is a little unstable. Mr. Archer will look into it.

Public questions: None.

Adjourn to Closed Session: At 7:13 p.m., Ms. Ader made a motion, seconded by Ms. Dobbs to go into closed session as permitted by 5 ILCS 120/2(c)(1) to discuss the performance of a specific employee (Library Director's annual review). 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.

Resume Open Session: 7:41 p.m.

In recognition of Mr. Archer's performance over the past year, Ms. Dobbs made a motion, seconded by Ms. Josephsen, to award him with a one-time 1.5% performance bonus and five additional days of paid time off retroactive to July 1, 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.

Adjournment: Ms. Ader made a motion, seconded by Ms. Dobbs to adjourn the meeting. Having no further business, the meeting was adjourned at 7:44 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