

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

October 21, 2025

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, October 21, 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, and Sara Lawton. Rachael Josephsen was absent.

Staff members present were Library Director David Archer, Business Manager Ann Rappa and Executive Assistant Gabriella Pantle.

Public Comment: None.

Approval of the Minutes: Ms. Ader made a motion, seconded by Ms. Singer to approve the minutes of the regular meeting of September 16, 2025. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Josephsen was absent. Motion carries.

Ms. Ader made a motion, seconded by Ms. Dobbs to approve the minutes of the closed session of September 16, 2025. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Josephsen was absent. 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 September 6, 2025 through October 10, 2025 in the amount of \$990,265.02. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Josephsen was absent. Motion carries.

Report of the Director: Mr. Archer announced that the Library's primary book vendor, Baker& Taylor, is expected to cease operations by the end of 2025 due to financial difficulties after a planned acquisition fell through. He reported that in anticipation of this, staff began the onboarding process back in July with Ingram, another major book vendor for libraries, and that we expect to start ordering from them regularly by the end of this month.

Mr. Archer then reported that the monthly CMPLD kindergarten visits at the Hawthorn School for Young Learners have resumed for the new school year, noting that in September alone, staff interacted with 355 students. He also reported that CMPLD returned to offering the scavenger hunt event Epic Quest noting that this very popular event, which was designed to help middle school students increase their library skills, attracted more than 100 participants.

Mr. Archer then shared that the very busy Aspen After-School Program is well underway with three new after-school associates who interact with students and encourage appropriate behavior

in the library. He reported that since the start of the school year on 8/21, 446 individual students have stopped by the library after school for a total of 2,477 visits.

Lastly, Mr. Archer announced that in April 2024, the U.S. Department of Justice published a rule that sets technical requirements for state and local governments to follow to make sure that their websites and mobile apps are accessible to people with disabilities and that the deadline to comply with these rules is April 2026. He noted that the majority of CMPLD's website and mobile app content is already in compliance, but that work will continue over the next few months to ensure all of our web content and features are ready before the deadline.

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, and Ms. Lawton. Nays; none. Ms. Josephsen was absent. Motion carries.

Report of the President: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: Ms. Dobbs did not have an update but announced that the committee will be meeting on October 29 and December 1, 2025.

Policy Review: Ms. Michaluk did not have an update but announced that the committee will be meeting on December 3, 2025.

Building and Grounds: Ms. Lawton reported that the committee met on September 30 and discussed the LED, solar and roof projects. She noted that the committee had a lot of questions regarding the LED and solar projects but did not want to delay the roof replacement. Therefore, it was the consensus of the committee to move forward with the roof project now and will meet with a consultant on November 17 to get their questions answered for the solar and LED projects.

Technology: No report.

Resources, Services and Long Range Planning: Ms. Ader did not have an update but stated that the committee will meet in January or February to discuss the CCS consortium.

Friends' Representative: Ms. Dobbs reported that the Friends had their fall book sale last weekend and that they raised around \$2,000 in cash sales and that she is still waiting to receive the credit card sales.

RAILS Representative: No report.

Historical Society Representative: No report.

Other Business: None.

Communications: Ms. Michaluk reported on discussions she had with a couple of residents at Talk With a Trustee. One resident inquired about why CMPLD wasn't a member of the CCS consortium and the other shared her wish for the library to open an hour earlier on Sundays and for the library to circulate board games.

Ms. Dobbs mentioned that she recently went to the Glenview Public Library and wanted to share that they have monitors in two of their eight study rooms with Wi-Fi screen sharing and thought that might be something we should investigate. She also wanted to share that Glenview offers "Book Club in a Bag" which are DIY kits for book discussion groups and thought this was something else we should investigate. Mr. Archer will share this information with staff.

Public questions: None.

Adjournment: Ms. Singer made a motion, seconded by Ms. Palic to adjourn the meeting. Having no further business, the meeting was adjourned at 6:58 p.m. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Josephsen was absent. Motion carries.

Respectfully submitted,

Sara Lawton, Secretary

Deb Ader, President