

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

November 18, 2025

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, November 18, 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, Sara Lawton, and Rachael Josephsen. Lisa Michaluk was absent.

Staff members present were Library Director David Archer, Business Manager Ann Rappa, and Executive Assistant Gabriella Pantle. Also present was Jim Jelke, President of the Friends of the Library.

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 October 21, 2025. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Lawton, and Ms. Josephsen. Nays; none. Ms. Michaluk was absent. Motion carries.

Approval of the Bills: Ms. Dobbs made a motion, seconded by Ms. Josephsen to approve the Bills Paid Report for the period of October 11, 2025 through November 7, 2025 in the amount of \$865,219.64. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Lawton, and Ms. Josephsen. Nays; none. Ms. Michaluk was absent. Motion carries.

Report of the Director: Mr. Archer first announced that the visitor counts on the statistical report are significantly above normal and is attributing that to malfunctioning door counters. He reported that a representative from the company will be coming out to test them after which Mr. Archer will provide an update.

He explained the Illinois Public Library Per Capita Grant qualifications which involves a checklist that libraries must complete that assesses their compliance with standards established by the Illinois Library Association. Trustees will have the opportunity to review and discuss CMPLD's completed checklist at the December board meeting prior to the January 30, 2026 submission deadline.

Mr. Archer then provided trustees with a link to an online learning portal that provides courses specifically designed for elected library officials, which can teach them how to serve as effective leaders for their libraries. He explained that iLEAD (Leadership, Empowerment, Accessibility, and Development) is funded by a grant from the Illinois State Library and developed by the Illinois Heartland Library System.

After providing an update on the Library is Human 2.0 guidelines, Mr. Archer announced that staff met in October to discuss how the Library could celebrate America's 250th Anniversary in July 2026. It was decided that the Illinois America 250 Commission's theme "We the People", including the logo, will be used throughout programming, Summer Reading, collections, displays, and other areas

during a June-August 2026 timeline. He noted that the Village of Vernon Hills and the Village of Libertyville have also been contacted to explore a possible collaboration for programming with them.

Mr. Archer announced that the Library of Things collection has recently been updated and expanded with a fresh new logo and dedicated display shelves at both library locations. He explained that the new shelves have a photo of each item displayed on a card that can be brought to the Check Out Desk and exchanged for the actual item to check out. In addition to this new and improved in-person browsing experience, the Library of Things page on the website has been updated to include categories which will make items easier to find.

Lastly, Mr. Archer announced that the newly updated Library app was pushed out on October 28 and includes several enhancements. One notable enhancement is the ability to add multiple library cards to the app and to easily switch between them.

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

Report of the President: Ms. Ader reported that while it's unclear if trustees are required to complete Anti-Harassment training, it is something that she is recommending. She noted that some trustees may have already completed the training at their jobs but if not, Mr. Archer will send them the link.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: Ms. Dobbs reported that the committee discussed budgeting, Outreach Reserve and Capital Needs Assessment at their meeting on October 29 and that no action was taken.

Policy Review: No report. The committee will meet on December 3, 2025.

Building and Grounds: Ms. Lawton reported that at their meeting on September 30, 2025, the committee directed administrative staff to retain an independent consultant to help guide them and the Board in evaluating a potential solar project at one or both library locations. At their meeting on November 17, she reported that consultants from Nania Energy Advisors presented their findings to the evaluations they conducted at both Aspen Drive and Cook Park. She stated that the advisors do not recommend installing new solar panels on roofs that will need to be replaced within ten years, as it is not economically feasible and presents logistical challenges. Large sections of roof at both locations are scheduled for replacement in 2035. Therefore, the committee recommends postponing any solar panel installation until that time. She noted that solar panels are still being considered in the future but just not for this year. She also reported that the committee discussed the LED lightbulbs at their November 17 meeting and determined that it's a good sustainable project which they are recommending moving forward with.

Technology: No report.

Resources, Services and Long Range Planning: No report but the committee plans on meeting in February 2026.

Friends' Representative: Mr. Jelke provided an update on the Friends' fall book sale reporting that their sales came to \$3,547.

RAILS Representative: No report.

Historical Society Representative: Ms. Lawton reported that the Historical Society is currently choosing the dates for the holiday open house. She also provided an update on the Wide Awakes Banner Restoration, Liberty and Union Campaign reporting that they have achieved their fundraising goal but that donations are still being accepted to cover any unexpected expenses.

Communications: Ms. Ader commented on the holiday movie that was filmed in downtown Libertyville which should be available to watch now.

Public questions: None.

Adjourn to Closed Session: At 7:10 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. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Lawton, and Ms. Josephsen. Nays; none. Ms. Michaluk was absent. Motion carries.

Resume Open Session: 7:31 p.m.

Adjournment: Ms. Ader made a motion, seconded by Ms. Josephsen to adjourn the meeting. Having no further business, the meeting was adjourned at 7:32 p.m. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Lawton, and Ms. Josephsen. Nays; none. Ms. Michaluk was absent. Motion carries.

Respectfully submitted,

Sara Lawton, Secretary

Deb Ader, President