

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

December 16, 2025

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, December 16, 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, Business Manager Ann Rappa and Executive Assistant Gabriella Pantle. Also present was James Lang from Centrica, Inc.

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 November 18, 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. Ader made a motion, seconded by Ms. Palic to approve the minutes of the closed session of November 18, 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 November 8, 2025 through December 5, 2025 in the amount of \$749,471.36. 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 after investigating the elevated, and likely inaccurate, visitor counts at Cook Park, it was discovered that the south side door counters were malfunctioning. After it's determined when they started malfunctioning, more realistic visitor counts can be calculated and will be shared at the next board meeting.

Mr. Archer then provided updates on newly enacted legislation that amends the Open Meetings Act (OMA) and the Freedom of Information Act (FOIA) followed by updates on the Libertyville downtown TIF District and the Vernon Hills Milwaukee Ave./Townline Road TIF District.

Reporting on highlights from staff, he announced that great progress has been made onboarding the Library's ordering of materials with Ingram noting that the thousands of items initially ordered from Baker and Taylor have been re-ordered from Ingram, and while it was a huge undertaking, the transition has been smooth with minimal disruption to patron service. He also announced that the extended hours at Cook Park Library during the Libertyville Village Tree Lighting on November 28 brought in an additional 228 visitors. Lastly, he announced that Youth

Services once again partnered with the Libertyville Recreation Department for their popular Polar Express event and that more than 120 children and adults attended the event.

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: Ms. Ader reminded trustees to complete the anti-harassment training if they haven't already done so.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: Ms. Dobbs reported that at their meeting on December 1, the committee reviewed the long-term cash flow analysis and capital expenditures noting that they will next be reviewed by the financial consultant. She noted further that any additional recommendations that he might have will be brought back to committee before being presented to the board.

Ms. Dobbs then went over the highlights of the audit noting that it resulted in a clean opinion. She also briefly went over the Management's Discussion and Analysis, Financial Statements and the recommendations listed in the Management Letter. She then made a motion, seconded by Ms. Ader to accept the audit for the year ended June 30, 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.

Policy Review: Ms. Michaluk reported that the committee met on December 3 and reviewed four policies, the first of which was the Personnel Policy. She explained that it was the consensus of the committee to recommend it to the full board for approval pending review by the Finance Committee.

She then proceeded to explain the proposed changes to the Social Media Policy stating that the committee is recommending it for approval via Resolution 2025-2026/2. She made a motion, seconded by Ms. Dobbs to approve Resolution 2025-2026/2 adopting the revised Social Media Policy. 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.

Moving on to the Drug-Free Workplace Policy, Ms. Michaluk reported that the committee is recommending the revised version being presented tonight be approved. A concern was raised regarding language in Article VII, Section 3 resulting in the board agreeing to not approve the policy until the issue is clarified by legal counsel. Ms. Michaluk then made a motion, seconded by Ms. Dobbs to approve Resolution 2025-2026/3 adopting the revised Drug-Free Workplace Policy. Roll call was as follows: Ayes; none. Nays; Ms. Ader, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, Ms. Lawton, and Ms. Josephsen. Motion fails.

Next Ms. Michaluk reported that the committee is recommending approval of the revised version of the Freedom of Information Act (FOIA) Policy being presented tonight. Ms. Josephsen

recommended one change which the other trustees agreed to. Ms. Michaluk then made a motion, seconded by Ms. Ader to approve Resolution 2025-2026/4 adopting the revised FOIA Policy as amended. 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.

Building and Grounds: No report.

Discussion of Nania Energy Solar Feasibility Report: Ms. Ader shared that she met with Mr. Archer to review the solar feasibility study prepared by Nania Energy Advisors and felt that it would be worth exploring further to see if additional savings could be identified. Ms. Dobbs then went over the numbers for the three different options provided by Nania for adding solar panels at both Cook Park and Aspen Drive. Ms. Lawton and Ms. Josephsen stated that the consultant recommended the Building and Grounds Committee wait to add solar panels until more sections of the roof at both buildings are installed, which prompted a lengthy discussion on whether to do the projects at the same time or separately. The concern voiced by some trustees is that waiting with the solar project will result in losing any federal funding. After further discussion, it was determined to consider this issue as a committee of the whole, rather than referring it to the Finance Committee and the Building and Grounds Committee separately.

Technology: No report.

Resources, Services and Long Range Planning: No report.

Friends' Representative: No report.

RAILS Representative: No report.

Historical Society Representative: No report.

Other Business:

Review of FY2026 Illinois Public Library Per Capita Grant Application: Mr. Archer reported that to qualify for Illinois Public Library Per Capita Grants, libraries must meet all statutory requirements, including providing services that meet or show progress toward meeting the Core Standards of the newly revised Illinois Public Library Standards. He noted that these grants provide CMPLD with approximately \$90K annually.

He then directed the board to the ILA-adopted checklists included in their packets that document CMPLD's compliance with dozens of standards, announcing that the Library meets all core standards except for two, and in most cases exceeds them. He explained that this draft checklist was provided for discussion at tonight's meeting and will serve as the basis for the official application that is due on January 30, 2026. After going over several of the core standards listed, the Board agreed to defer this to the January meeting so that they may review the application in more detail.

Review of Employee Engagement Pulse Survey Summary: Mr. Acher explained that AllOne Consulting conducted an Employee Engagement Survey in September 2024 and that the overall findings from that survey reflected strong engagement and satisfaction among staff, while also highlighting several opportunities for continued growth. He explained further that to help measure progress in key areas, AllOne conducted a follow-up “pulse” survey in October 2025 that focused on the Communication & Feedback and Work Environment domains and that a summary of the results was included in the board packet. He noted that these results, which show encouraging, positive movement in both domains compared with the original survey from fall 2024, will be shared with managers tomorrow and then with staff.

Communications: Ms. Lawton reported that the One Book, One Community event she attended earlier in the month was well received and enjoyable. She then shared that she really likes the out-facing books in the non-fiction area.

Public questions: None.

Adjournment: Ms. Dobbs made a motion, seconded by Ms. Josephsen to adjourn the meeting. Having no further business, the meeting was adjourned at 8:04 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