

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

March 19, 2026

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Thursday, March 19, 2026 at the Cook Park Library, 413 N. Milwaukee Avenue, Libertyville, Illinois. In the absence of Board President Deb Ader, Secretary Sara Lawton called the meeting to order at 6:30 p.m. Trustees present at roll call in addition to Ms. Lawton were: Phyllis Dobbs, Karen Singer, Kristen Palic, and Rachael Josephsen. Lisa Michaluk and Deb Ader were absent.

Staff members present were Library Director David Archer and Executive Assistant Gabriella Pantle.

Public Comment: None.

Approval of the Minutes: Ms. Dobbs made a motion, seconded by Ms. Singer to approve the minutes of the regular meeting of February 17, 2026. Roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Lawton, and Ms. Josephsen. Nays; none. Ms. Ader and Ms. Michaluk were absent. Motion carries.

Ms. Josephsen made a motion, seconded by Ms. Palic to approve the minutes of the closed session of February 17, 2026. Roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Lawton, and Ms. Josephsen. Nays; none. Ms. Ader and Ms. Michaluk were absent. 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 February 7, 2026 through March 6, 2026 in the amount of \$767,960.73. Roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Lawton, and Ms. Josephsen. Nays; none. Ms. Ader and Ms. Michaluk were absent. Motion carries.

Report of the Director: Mr. Archer reported that visitor counts were up almost 7% at Aspen Drive and 6% at Cook Park but that checkouts were still down by 3% despite the 33% increase in equipment checkouts.

He then reported that the Illinois House of Representatives recently introduced House bill 5236, known as the Digital Library Protection Act which would prevent publishers from imposing unfair restrictions on libraries when licensing eBooks, eAudiobooks, and other electronic literacy materials. He explained that the bill would prohibit contracts that interfere with a library's normal operations, including licensing materials from multiple publishers, making preservation copies, or participating in interlibrary loan. It would also prohibit publishers from restricting a library's ability to determine loan periods, charging libraries more than the public for the same item, or limiting the number of licenses a library may acquire after an item becomes available to the public. The bill has been assigned to the Illinois House of Representatives Consumer Protection Committee for consideration.

Mr. Archer continued by announcing that a “NEW” collection has been created for all new youth nonfiction books that will be displayed in areas of high visibility and regular traffic patterns that will hopefully increase patron engagement and circulation of these items. He also announced that since the rebranded and physical display for the Library of Things collection was unveiled last October, we have seen a 20% increase in checkouts between November 2025 and February 2026.

Lastly, Mr. Archer reported that on February 28, the Library partnered with the Libertyville Recreation Department at a large event called Frozen Fest in Cook Park. Activities included outdoor carriage rides hosted by the Libertyville Recreation Department, a slide show featuring Frozen-themed book recommendations, a craft and a scavenger hunt inside the Library. He noted that the door count that day between 1pm and 4pm was 860, considerably higher than the usual door count at that time of 270-300.

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

Report of the President: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: Ms. Dobbs reported that the committee had a very productive budgeting workshop at their meeting yesterday and that their goal is to have the budget ready to present to the board in June or July. She noted that they have asked managers to look for some cost saving options to present to the committee at their next meeting in May.

Policy Review: No report.

Building and Grounds: No report.

Technology: Ms. Palic reported that the committee met on March 10 and received an update from Digital Services Manager Nate Gass on projects that are being worked on right now. She also reported that they discussed the need to update the sound systems in the meeting rooms at both facilities, the phone replacement project, and accessibility requirements.

Resources, Services and Long Range Planning: In Ms. Ader’s absence, Ms. Josephsen reported that the Executive Director from Cooperative Computer Services (CCS) presented an overview of the consortium at their meeting in February and explained the different ways that libraries share resources with each other as well as how the Library might benefit from membership. She also reported that they reviewed the status of the Strategic Plan and discussed whether they should extend the plan or launch a new one.

Friends’ Representative: Ms. Dobbs reported that the Friends will have sorting sessions next week in preparation for the book sale taking place on April 11-12 noting that if anybody is

interested in volunteering for either the sorting sessions or the book sale, to send the Friends an email.

RAILS Representative: No report.

Historical Society Representative: No report.

Other Business: None.

Communications: Ms. Dobbs reported that she attended an excellent budgeting webinar through ILA given by Jamie Rachlin that she thinks trustees could really benefit from. Mr. Archer will ask if he can get the presentation to give to them.

Public questions: None.

Adjournment: Ms. Dobbs made a motion, seconded by Ms. Singer to adjourn the meeting. Having no further business, the meeting was adjourned at 7:29 p.m. Roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Lawton, and Ms. Josephsen. Nays; none. Ms. Ader and Ms. Michaluk were absent. Motion carries.

Respectfully submitted,

Sara Lawton, Secretary

Deb Ader, President