

**COOK MEMORIAL PUBLIC LIBRARY DISTRICT
413 N. MILWAUKEE AVENUE
LIBERTYVILLE, ILLINOIS 60048**

November 15, 2016

Board Meeting
6:30 p.m.

The regular meeting of the Board of Library Trustees of the Cook Memorial Public Library District scheduled for Tuesday, November 15, 2016 will be held in the Meeting Room at the **Cook Park Library**, 413 N. Milwaukee Ave., Libertyville, Illinois.

1. Call to order.
2. Pledge of allegiance.
3. Roll call.
4. Public Comment.
5. Approval of the Minutes.
 - a. Minutes of the Budget and Appropriation Hearing of September 20, 2016.
 - b. Minutes of the Regular meeting of October 18, 2016.
6. Approval of the Bills.
7. Report of the Director.
 - a. Statistical Report.
 - b. Narrative Report.
 - c. Personnel Report.
 - d. Investment Report.
8. Report of the President.
9. Reports of Committees and Representatives.
 - a. Finance and Employee Practices.
 - i. Committee Recommendation to Accept the FY2015-2016 Audit.
 - b. Policy Review.
 - i. Mission and Purpose Policy.
 - ii. Personnel Policy.
 - iii. Safe Child Policy.
 - iv. Use of the Library Policy.
 - v. Budget, Appropriation and Levy Policy.

- c. Building and Grounds.
 - i. Committee recommendation to proceed with a necessary upgrade to Aspen Drive's HVAC network control system in an amount not to exceed \$7,000.
 - d. Development.
 - e. Resources, Services and Long Range Planning.
 - f. Technology.
 - g. Village of Libertyville Parking Commission Representative.
 - h. Friends' Representative.
 - i. RAILS Representative.
 - j. Historical Society Representative.
10. Other Business.
- a. Approval of Resolution 2016-2017/3 Establishing a Policy to Regulate the Reimbursement of all Travel, Meal and Lodging Expenses of Library Officers and Employees.
11. Communications.
12. Discussion of Architect Submissions for proposed Aspen Drive Library Expansion and selection of at least three firms to interview.
13. Upcoming Meetings and Events.
- a. Special Board Meeting on Tuesday, December 13, 2016 at 5:00 p.m. at the Cook Park Library.
 - b. Regular Board Meeting on Tuesday, December 13, 2016 at 6:30 p.m. at the Cook Park Library.
14. Public Questions.
15. Adjournment.

Bonnie Quirke, President
Board of Library Trustees

November 10, 2016

Any person needing an accommodation for a disability in order to attend a meeting at the Library should contact the Administration Office by telephone at (847)362-2330, by email at ADA@cooklib.org or in writing, not less than five (5) working days prior to the meeting.