

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

May 20, 2014

**Call to order:** The regular meeting of the Cook Memorial Public Library District was held on Tuesday, May 20, 2014 at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois. A quorum being present, the meeting was called to order by President Bonnie Quirke at 6:30 p.m. Trustees present at roll call in addition to Ms. Quirke were: Tom Milowski, Joe Bean, Marti Gorun, Ann Oakley, Nate Johnson, and Wendy Vieth.

Staff members present were Library Director Stephen Kershner, Business Manager Russ Cerqua, and Executive Assistant Gabriella Pantle. Also present was architect Scott Hezner from The Hezner Corporation.

**Public comment:** None.

**Building and Grounds Committee:** Scott Hezner reported on what has transpired in the last several weeks during meetings with the Vernon Hills Village, Vernon Hills Park District and the Hawthorn School Districts regarding use of the adjacent property to the south of the Aspen Drive Library and the Library District's desire to expand the parking lot on that site. He explained that his goal tonight is to get clarity from the board on which direction they would like to move in and why for his next meeting with the Village of Vernon Hills. He reported on what the Park District's needs are but explained that he is uncertain about what they want to do right now as they do not have adequate funding without a grant. A lengthy discussion among board members followed. It was a consensus of the board to add as many parking spaces as possible on the adjacent site. Mr. Hezner will work up the design to come up with the exact number of spaces that would work in time for the June 3 meeting with the Village.

**Approval of the Minutes:** Mr. Bean made a motion, seconded by Mr. Johnson to approve the minutes of the regular meeting of April 21, 2014. Roll call was as follows: Ayes; Mr. Milowski, Mr. Bean, Ms. Gorun, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Motion carries.

**Approval of the Bills:** Mr. Milowski made a motion, seconded by Mr. Bean, to approve the Bills Paid Report from April 18, 2014 through May 15, 2014 in the amount of \$502,868.03. Roll call was as follows: Ayes; Mr. Milowski, Mr. Bean, Ms. Gorun, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Motion carries.

**Report of the Director:** Mr. Kershner reported on Mainstreet's 25<sup>th</sup> anniversary reception which was held at the library last Sunday noting that it turned out very nice and was well attended. He announced that he attended the GLMV "Ask the Mayor" luncheon today and that it had a lot to do with road repair and parking. He then reported on the quarterly staff meeting which took place last Friday and the presentations given including one on safety procedures. Lastly he

discussed the strategy of the work groups being formed to implement the brainstorming ideas that came out of the Staff Institute Day.

**Approve the Report of the Director:** Mr. Milowski made a motion, seconded by Mr. Bean, to approve the Report of the Director. Roll call was as follows: Ayes; Mr. Milowski, Mr. Bean, Ms. Gorun, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Motion carries.

**Report of the President:** Ms. Quirke reported on the letter received from the Village of Green Oaks regarding the proposed formation of a Tax Increment Financing District to help redevelop the Rondout area. She announced that per legal counsel we are not required to do anything now other than appointing a spokesperson. She appointed Tom Milowski.

## **REPORTS OF COMMITTEES AND REPRESENTATIVES**

**Finance and Employee Practices:** Mr. Milowski made a motion, seconded by Mr. Bean, to approve Resolution 2013-2014/6 Authorizing Signers for Certificates of Deposit with Spring Bank. Roll call was as follows: Ayes; Mr. Milowski, Mr. Bean, Ms. Gorun, Ms. Quirke, Ms. Oakley, Mr. Johnson and Ms. Vieth. Nays; none. Motion carries.

Mr. Milowski reported on what was discussed at the last Finance and Employee Practices Committee meeting regarding the Northern Illinois University Salary Study and the committee's recommendation to accept the study. After some discussion Mr. Bean made a motion, seconded by Ms. Gorun, to table this topic until the next board meeting after all of the trustees had time to review the final draft of the study. Roll call was as follows: Ayes; Mr. Bean, Ms. Gorun, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; Mr. Milowski. Motion carries.

Mr. Milowski explained his suggestion to form an adhoc computer/technology committee for the discussion and implementation of emerging technology expenditures within the District. The trustees discussed the logistics of forming a standing committee instead of an adhoc committee and what steps needed to be taken to accomplish this. Administration was asked to review the By-Laws and report back at the next meeting.

**Policy Review:** No report.

**Building and Grounds:** Ms. Vieth announced that she had nothing additional to report beyond what was already discussed at the beginning of the meeting regarding the Aspen Drive Library parking expansion.

**Development Committee:** No report.

**Resources, Services and Long Range Planning:** Mr. Johnson reported that the committee had received proposals from planning consultants and that once the review of these proposals was completed, they would schedule a meeting to interview the consultants.

**Libertyville Parking Commission Representative:** No report.

**Friends Representative:** No report.

**RAILS Representative:** No report.

**Historical Society Representative:** No report.

**OTHER BUSINESS:** Ms. Oakley announced that the Civic Center Board was once again looking for volunteers to work the Mai Tai Booth at Libertyville Days and asked if the library board and staff would be interested; to which they agreed. Administration was asked to circulate a sign up sheet.

**Communications:** None.

**Public questions:** None.

**Adjournment:** Mr. Bean made a motion, seconded by Ms. Oakley, to adjourn the meeting. Having no further business, the meeting was adjourned at 8:10 p.m. Roll call was as follows: Ayes; Mr. Milowski, Mr. Bean, Ms. Gorun, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Motion carries.

Respectfully submitted,

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Marti Gorun, Secretary

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Bonnie Quirke, President