

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

June 25, 2014

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, June 25, 2014 at the Cook Park Library, 413 N. Milwaukee Ave., Libertyville, 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, Ann Oakley, Nate Johnson, and Wendy Vieth. Mr. Bean served as Secretary Pro-tem for the roll call.

Staff members present were Library Director Stephen Kershner, Business Manager Russ Cerqua, HR Generalist Marla Littlefield, and Executive Assistant Gabriella Pantle.

Appointment of Secretary: Mr. Milowski made a motion, seconded by Ms. Oakley, to nominate Joe Bean as Secretary. Roll call was as follows: Ayes; Mr. Milowski, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Bean abstained. Motion carries.

Discussion of New Trustee: Ms. Quirke reported that after receiving Marti Gorun's resignation from the board, she contacted former Cook Memorial Public Library District trustee Tom Koo about completing the remainder of Ms. Gorun's term, to which he agreed. Ms. Quirke then asked the trustees for their thoughts on the matter. All agreed that Mr. Koo would be an excellent choice. Ms. Quirke will notify Mr. Koo within the next few days and he will be formally appointed at the next board meeting.

Public comment: None.

Approval of the Minutes: Ms. Vieth made a motion, seconded by Mr. Johnson to approve the minutes of the regular meeting of May 20, 2014. Roll call was as follows: Ayes; Mr. Milowski, Mr. Bean, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Motion carries.

Approval of the Bills: Mr. Milowski made a motion, seconded by Ms. Oakley, to approve the Bills Paid Report from May 16, 2014 through June 20, 2014 in the amount of \$888,676.01. Roll call was as follows: Ayes; Mr. Milowski, Mr. Bean, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Motion carries.

Report of the Director: Mr. Kershner reported on a very successful start to the Summer Reading Program with sign-ups already higher than they were this time last year. The theme has proven to be very popular. Mr. Kershner provided the trustees with charts on door counts at both library locations which was followed by a discussion on where we see our door counts going and what we have or don't have that is bringing or not bringing people into the library. Mr. Kershner noted that he is looking into the possibility of counting patrons who use the drive-up window as a library visit and being included in the door count statistics which they currently are not.

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

Report of the President: Ms. Quirke announced that she will be forming an Ad hoc Technology Committee and appointed Mr. Milowski as the chairperson with Mr. Bean and Mr. Johnson as committee members.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance and Employee Practices: Mr. Milowski made a motion, seconded by Mr. Johnson, to accept the NIU Salary Study. Roll call was as follows: Ayes; Mr. Milowski, Mr. Bean, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Motion passes.

Mr. Milowski announced that it is the committee's recommendation to approve the FY2014-2015 Operating Budget as presented by administration. Not requiring a second, roll call was as follows: Ayes; Mr. Milowski, Mr. Bean, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. The FY2014-2015 Operating Budget is approved.

Mr. Milowski then announced that the Budget and Appropriation Hearing has been scheduled for August 19, 2014 at 6:15 p.m. at the Cook Park Library.

Policy Review: Ms. Oakley announced that a meeting needed to be scheduled. Committee members discussed dates and scheduled the meeting for Wednesday, July 9 at 6:30 p.m. at the Cook Park Library.

Building and Grounds: Ms. Vieth reported that the Aspen Drive parking lot expansion project is on hold until Vernon Hills officials hold their meetings. A date for the next meeting with all parties involved should be scheduled soon. Architects have informed Ms. Vieth that they would need a "go" from the Village of Vernon Hills in July in order for construction to happen still this year.

Development Committee: No report.

Resources, Services and Long Range Planning: Mr. Johnson reported that the committee interviewed two planning consultants and will be interviewing one more on Monday, July 7 at 6:30p.m. at the Cook Park Library.

Libertyville Parking Commission Representative: Ms. Vieth reported that parking in downtown Libertyville is still a huge problem and that no immediate solution has been found. She noted that parking will be stressed even further with the opening of a new restaurant in Mickey Finns' old location.

Friends Representative: No report.

RAILS Representative: No report.

Historical Society Representative: Ms. Quirke reported that the Cook House will be open on various Sundays throughout the summer for tours.

OTHER BUSINESS: Mr. Johnson made a motion, seconded by Ms. Vieth, to approve **Ordinance 2013-2014/3 Setting Forth a Schedule of Regular Meetings of the Board of Library Trustees of the Cook Memorial Public Library District for the Fiscal Year Commencing July 1, 2014 and Ending June 30, 2015.** Roll call was as follows: Ayes; Mr. Milowski, Mr. Bean, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Motion carries.

Mr. Johnson made a motion, seconded by Ms. Oakley, to approve **Ordinance 2013-2014/4 Adopting the Prevailing Wage Rates for Laborers, Workers and Mechanics Employed by**

the Cook Memorial Public Library District. Roll call was as follows: Ayes; Mr. Bean, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; Mr. Milowski and Ms. Quirke. Motion carries.

Communications: Mr. Kershner announced that one of our staff members had won 3 gold medals in the Special Olympics. Upon hearing this, the board discussed and agreed to celebrate this accomplishment with a cake, a card and possibly a proclamation or certificate of recognition at an upcoming board meeting.

Public questions: None.

Adjournment: Mr. Bean made a motion, seconded by Ms. Vieth, to adjourn the meeting. Having no further business, the meeting was adjourned at 7:58 p.m. Roll call was as follows: Ayes; Mr. Milowski, Mr. Bean, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Motion carries.

Respectfully submitted,

Joe Bean, Secretary

Bonnie Quirke, President