

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

December 16, 2014

**Call to order:** The regular meeting of the Cook Memorial Public Library District was held on Tuesday, December 16, 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 6:36 p.m. In the absence of a secretary, Ms. Quirke appointed Mr. Johnson as Secretary Pro-tem. Trustees present at roll call in addition to Ms. Quirke were: Tom Milowski, Ann Oakley, and Nate Johnson. Tommy Koo and Wendy Vieth were absent.

Staff members present were Library Director Stephen Kershner, Business Manager Russ Cerqua, and Administrative Assistant Gabriella Pantle.

**Public comment:** None

**Approval of the Minutes:** Mr. Milowski made a motion, seconded by Mr. Johnson, to approve the minutes of the regular meeting of November 18, 2014. Roll call was as follows: Ayes; Mr. Milowski, Ms. Oakley, and Mr. Johnson. Nays; none. Mr. Koo and Ms. Vieth were absent. Ms. Quirke abstained but approved the minutes as presented. Motion carries.

Mr. Johnson made a motion, seconded by Ms. Oakley, to approve the minutes of the closed session of November 18, 2014. Roll call was as follows: Ayes; Mr. Milowski, Ms. Oakley, and Mr. Johnson. Nays; none. Mr. Koo and Ms. Vieth were absent. Ms. Quirke abstained but approved the minutes as presented. Motion carries.

**Approval of the Bills:** Mr. Milowski made a motion, seconded by Ms. Oakley, to approve the Bills Paid Report for November 15, 2014 through December 12, 2014 in the amount of \$522,859.44. Roll call was as follows: Ayes; Mr. Milowski, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Mr. Koo and Ms. Vieth were absent. Motion carries.

**Report of the Director:** Mr. Kershner reported that the staff planning committees are working with Donna Fletcher to develop service initiatives and goals for the strategic plan which is going well. He announced that the bookmark contest ceremony was held at Aspen the previous weekend and was very well attended.

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

**Report of the President:** Ms. Quirke reported on the ongoing search to replace Joe Bean who resigned. She explained that the handful of people who originally showed interest in being appointed, are no longer interested so the search will continue.

## **COMMITTEES**

**Finance and Employee Practices:** Mr. Milowski announced that it is the committee's unanimous recommendation to increase the Director's salary by 5% retroactive to October 1, 2014 and to award him a \$7,500 bonus. Not requiring a second, the increase and bonus are approved. All ayes; Mr. Koo and Ms. Vieth were absent.

**Policy Review:** Ms. Oakley reported that staff presented the committee with a revised Electronic Information Networks and Computer Use Policy along with a draft of a new Wireless Internet Access Policy. Upon reviewing the policies, it is the committee's recommendation to approve them as presented. Mr. Milowski then made a motion, seconded by Mr. Johnson to approve the recommendation. Roll call was as follows: Ayes; Mr. Milowski, Ms. Quirke, Ms. Oakley and Mr. Johnson. Nays; none. Mr. Koo and Ms. Vieth were absent. Motion carries.

**Building and Grounds:** In Ms. Vieth's absence, Mr. Kershner presented the information that was prepared by the Hezner Corp. for the December 2 meeting with the Village of Vernon Hills which included a schedule and designs. He then reported that the Vernon Hills Village Council Members approved at their December 2 meeting for the Library District to proceed with 50 parking spaces at the Aspen Drive Library. Based on this decision, the Building and Grounds Committee is recommending that the board approve a contract with the Hezner Corp. to provide services for the project. With the absence of Mr. Koo and Ms. Vieth, it was decided by the trustees in attendance to postpone this decision until the January meeting when all the trustees are present.

**Development:** No report.

**Resources, Services and Long Range Planning:** Mr. Johnson announced that there would be a committee meeting this evening immediately following the board meeting.

**Adhoc Technology Committee:** No report.

**Village of Libertyville Parking Commission:** No report.

**Friends' Representative:** No report.

**RAILS Representative:** No report.

**Historical Society Representative:** No report.

**OTHER BUSINESS:** Mr. Milowski made a motion, seconded by Ms. Oakley, to approve Ordinance 2014-2015/3 regulating political activities and the solicitation and acceptance of gifts by officers and employees of the Cook Memorial Public Library District. Roll call was as follows: Ayes; Mr. Milowski, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Mr. Koo and Ms. Vieth were absent. Motion carries. The board suggested Marla Littlefield as the Ethics Advisor.

Mr. Johnson made a motion, seconded by Mr. Milowski, to approve Resolution 2014-2015/4 repealing the Policy Prohibiting the Solicitation and Acceptance of Gifts of the Cook Memorial Public Library District. Roll call was as follows: Ayes; Mr. Milowski, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Mr. Koo and Ms. Vieth were absent. Motion carries.

Mr. Johnson made a motion, seconded by Mr. Milowski, to approve items 1, 2, and 3 on the list of 2015 Church Street Closures provided by the Village of Libertyville with approval of item 4 contingent upon the date selected for the Street Dance. Roll call was as follows: Ayes; Mr. Milowski, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Mr. Koo and Ms. Vieth were absent. Motion carries.

**Communications:** None.

**Public Questions:** None.

**Adjournment:** Mr. Milowski made a motion, seconded by Mr. Johnson to adjourn the meeting. Having no further business, the meeting was adjourned at 7:40 p.m. Roll call was as follows: Ayes; Mr. Milowski, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Mr. Koo and Ms. Vieth were absent. Motion carries.

Respectfully submitted,

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Nate Johnson, Secretary Pro-tem

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Bonnie Quirke, President