

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

April 21, 2015

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, April 21, 2015 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. In the absence of a secretary, Ms. Quirke appointed Mr. Milowski 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, Senior Manager of Children's Services Melissa Henderson, Human Resources Generalist Marla Littlefield and Administrative Assistant Gabriella Pantle. Also present was trustee elect Jim Larson.

Mr. Koo joined the meeting immediately after roll call at 6:32 p.m.

Public comment: All the visitors introduced themselves.

Approval of the Minutes: Mr. Milowski made a motion, seconded by Ms. Oakley to approve the minutes of the March 17, 2015 meeting. Roll call was as follows: Ayes; Mr. Milowski, Mr. Koo, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Quirke abstained and Ms. Vieth was absent. Motion carries.

Approval of the Bills: Mr. Milowski made a motion, seconded by Mr. Johnson, to approve the Bills Paid Report for March 13, 2015 through April 17, 2015 in the amount of \$786,197.33. Roll call was as follows: Ayes; Mr. Milowski, Mr. Koo, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays: none. Ms. Vieth was absent. Motion carries.

Report of the Director: Mr. Kershner reported on recent programs and activities and announced the receipt of a \$2,000 grant from the IEEE (The Institute of Electrical and Electronics Engineers) for the purchase of science kits which will be made available for checkout by library patrons. He also noted that a funding request was sent to the Friends of the Library asking them to match that amount.

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, Mr. Koo, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Vieth was absent. Motion carries.

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

COMMITTEES

Finance and Employee Practices: Mr. Milowski reported that committee members discussed the director search at their last meeting. He explained that rather than going through a recruiter it was a consensus of the committee to have Human Resources Generalist Marla Littlefield direct the search. He also reported that the committee began the budgetary process and has received a draft from administration to review. The budget will be finalized at the next committee meeting and ready for full board approval at the May meeting.

Policy Review: No report.

Building and Grounds: In Ms. Vieth's absence, Ms. Quirke is tabling the approval of the licensing agreement with the Village of Vernon Hills for the Aspen Drive Library parking lot expansion until the District's attorney and the Village of Vernon Hills attorney can meet to discuss some concerns with the agreement.

Development: No report.

Resources, Services and Long Range Planning: Mr. Johnson reported that the committee will meet in the next couple of months.

Adhoc Technology Committee: Mr. Milowski reported that the committee will meet sometime during the summer and recommended that Mr. Johnson take over as chairperson after the new trustees are sworn in at the May meeting.

Village of Libertyville Parking Commission: No report.

Friends' Representative: Mr. Kershner reported that the book sale was successful and that it made close to what it made at last year's sale.

RAILS Representative:

Historical Society Representative: Mr. Kershner reported that they had a very successful program last night with a large attendance.

OTHER BUSINESS: Mr. Kershner announced that the District received the Per Capita Grant a couple of weeks ago.

Communications: None.

Public Questions: None.

Adjournment: Mr. Johnson made a motion, seconded by Mr. Koo to adjourn the meeting. Having no further business, the meeting was adjourned at 6:59 p.m. Roll call was as follows: Ayes; Mr. Milowski, Mr. Koo, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Motion carries.

Respectfully submitted,

Tommy Koo, Secretary

Bonnie Quirke, President