

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

June 17, 2015

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Wednesday, June 17, 2015 at the Cook Park Library, 413 N. Milwaukee Ave., Libertyville, Illinois. A quorum being present, the meeting was called to order by Vice-President Wendy Vieth, in President Bonnie Quirke's absence, at 6:00 p.m. Trustees present at roll call in addition to Ms. Vieth were: Tom Milowski, Rob Schuler, Jim Larson, and Ann Oakley. Ms. Quirke and Mr. Johnson were absent.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua, and Executive Assistant Gabriella Pantle.

Public comment: None.

Appointment of Committee Chairs: Vice-President Vieth announced President Quirke's committee appointments.

Building and Grounds: **Wendy Vieth, Chair**
Bonnie Quirke

Finance: **Tom Milowski, Chair**
Bonnie Quirke
Ann Oakley
Rob Schuler

Policy: **Ann Oakley, Chair**
Nate Johnson
Jim Larson

Development: **Committee of the Whole**

**Resources, Services and
Long Range Planning:** **Nate Johnson, Chair**
Bonnie Quirke

Adhoc Technology **Tom Milowski, Chair**
Nate Johnson

Approval of the Minutes: Ms. Oakley made a motion, seconded by Ms. Vieth to approve the minutes of the special meeting of May 19, 2015. Roll call was as follows: Ayes; Mr. Milowski, Ms. Oakley, and Ms. Vieth. Nays; none. Mr. Schuler and Mr. Larson abstained. Ms. Quirke and Mr. Johnson were absent. Motion carries.

Mr. Milowski made a motion, seconded by Mr. Larson to approve the minutes of the regular meeting of May 19, 2015. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Oakley, and Ms. Vieth. Nays; none. Ms. Quirke and Mr. Johnson were absent. Motion carries.

Approval of the Bills: Mr. Milowski made a motion, seconded by Ms. Vieth, to approve the Bills Paid Report from May 16, 2015 through June 12, 2015 in the amount of \$623,398.14. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Oakley, and Ms. Vieth. Nays; none. Ms. Quirke and Mr. Johnson were absent. Motion carries.

Mr. Johnson joined the meeting at 6:09 p.m.

Report of the Director: Mr. Archer reported on the statistical report then the Summer Reading Club which is in full swing through July 31. As of June 10, 2,497 patrons have registered. Year round Sunday hours will begin July 12 which is one of the goals from the library's strategic plan to enhance convenience for patrons. The Community Survey conducted last fall indicated support by our patrons for Summer Sundays. Promotion of the Sunday hours was discussed. In addition to a press release and promoting on social media, it was recommended to have banners at the "Out to Lunch" booth and at the parades.

Our new digital studio services now offer two weekly half hour workshops for video conversion (VHS to DVD/digital files) and photo conversion (scanning photos, slides and negatives). Patrons can register for one of two workshops where they will get hands-on practice and have the opportunity to ask questions.

Lastly, he reported that he and Mr. Johnson attended the VH Public Officials & Administrators Meeting on June 3 at the Lincolnshire office of U.S. Rep. Bob Dold, and then announced that the Library Booth will be at Out to Lunch and the Farmer's Market starting next week.

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

Report of the President: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance and Employee Practices: Mr. Milowski announced that it is the committee's recommendation to adopt Resolution 2014-2015/5 authorizing the Library Director and Business Manager to execute required paperwork with all designated, eligible depository institutions for

FY2015-2016. Not requiring a second, roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Ms. Quirke was absent. Resolution 2014-2015/5 is adopted.

Mr. Milowski then announced that it is the committee's recommendation to adopt Resolution 2014-2015/6 removing Stephen Kershner as an authorized representative and adding David Archer as an authorized representative for Libertyville Bank & Trust Company's Wire Transfer Services Agreement. Not requiring a second, roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Ms. Quirke was absent. Resolution 2014-2015/6 is adopted.

Lastly, Mr. Milowski announced that the Budget and Appropriation Hearing has been scheduled for August 18, 2015 at 6:15 p.m. at the Cook Park Library.

Policy Review: Ms. Oakley announced that a meeting will be scheduled soon.

Building and Grounds: Ms. Vieth discussed the committee's decision to hire Maneval Construction for the Aspen Drive Library parking lot expansion at the recommendation of the Hezner Corp. Mr. Larson made a motion, seconded by Mr. Johnson to accept Maneval Construction Company's bid in the amount of \$305,000 for the Aspen Drive Library parking lot project contingent upon the approval of a licensing agreement between the Library and the Village of Vernon Hills. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Ms. Quirke was absent. Motion carries.

Ms. Vieth then announced that it is the committee's recommendation to proceed with hiring a construction manager to oversee the Aspen Drive Parking lot project and authorizing the Library Director to begin pursuing proposals/bids. Not requiring a second, roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Ms. Quirke was absent. Mr. Milowski requested to see the bids.

Development Committee: No report.

Resources, Services and Long Range Planning: Mr. Johnson announced that a meeting would be scheduled soon.

Libertyville Parking Commission Representative: Ms. Vieth reported that there was a committee of the whole meeting last night at which the proposed parking garage was discussed. The Hezner Corp. made a presentation showing three different variations of the garage. No final decision has been made but the process is moving along.

Friends Representative: No report.

RAILS Representative: Mr. Archer reported that there will be a system update tomorrow and he will attend the report next month.

Historical Society Representative: No report.

OTHER BUSINESS: Ms. Vieth made a motion, seconded by Mr. Larson, to approve Ordinance 2014-2015/4 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, 2015 and Ending June 30, 2016. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Ms. Quirke was absent. Motion carries.

Mr. Milowski made a motion, seconded by Mr. Johnson, to approve Ordinance 2013-2014/5 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. Schuler, Mr. Larson, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; Mr. Milowski. Ms. Quirke was absent. Motion carries.

Appointment of the Secretary's Audit Committee was deferred until the July meeting.

Communications: Mr. Cerqua explained that the letter in the trustee board packets from the auditors is just a standard letter they send each year at the beginning of the audit process. Their professional standards require them to provide the library with information explaining their responsibility under U.S. Generally Accepted Auditing Standards and the planned scope and timing of the audit.

Public questions: None.

Adjournment: Ms. Vieth made a motion, seconded by Mr. Larson, to adjourn the meeting. Having no further business, the meeting was adjourned at 6:45 p.m. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Ms. Quirke was absent. Motion carries.

Respectfully submitted,

Rob Schuler, Secretary

Wendy Vieth, Vice-President