

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

July 20, 2015

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, July 20, 2015 at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois. 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 Rob Schuler, Nate Johnson, and Wendy Vieth. Tom Milowski, Jim Larson and Ann Oakley were absent.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua, and Executive Assistant Gabriella Pantle. Also present was staff member Liz Joyce.

Public comment: None.

Appointment of Committee Members: Ms. Quirke appointed Rob Schuler to the Building and Grounds Committee and Jim Larson to the Resources, Services and Long Range Planning Committee.

Appointment of Representatives:

Friends of the Library Representative: Nate Johnson

Historical Society Representative: Bonnie Quirke

RAILS Representative: David Archer

Libertyville Parking Commission: Wendy Vieth

Approval of License Agreement with the Village of Vernon Hills: Ms. Vieth made a motion, seconded by Mr. Johnson, to approve the License Agreement dated July 2, 2015 with the Village of Vernon Hills for the Aspen Drive parking lot expansion project. This approval is subject to final approval by the Vernon Hills Trustees at their August 11 monthly board meeting and any minor changes made by the Library Director.

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

Approval of Closed Session Minutes: This item was tabled until all trustees are present.

Approval of Bills: In the absence of Mr. Milowski, Mr. Johnson made a motion, seconded by Ms. Vieth, to approve the Bills Paid Report from June 13, 2015 through July 16, 2015 in the amount of \$836,836.20. Roll call was as follows: Ayes; Mr. Schuler, Ms. Quirke, Mr. Johnson and Ms. Vieth. Nays; none. Mr. Milowski, Mr. Larson, and Ms. Oakley were absent. Motion carries.

Report of the Director: Mr. Archer first went over the statistical report noting that the door counts were up for the month compared to last June. He also noted that downloadable titles were down explaining that

the heavy use when Freegal was first launched has decreased quite a bit. Overall it was down 3% but up 2% at Aspen. He reported on the year round Sunday hours which began on July 12 with 382 visitors at Aspen Drive and 448 at Cook Park. He explained that both of these numbers are very typical of an average Sunday, an indication that patrons have already made a smooth transition to the new schedule. He then reported on the 5 year birthday celebration at Aspen that took place the previous Saturday with 837 visitors attending and announced the hiring of new Children's librarian Mary McClain.

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

Report of the President: None.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance and Employee Practices: In Mr. Milowski's absence, Mr. Cerqua announced that a representative from Ehlers will be attending the Finance Committee meeting in August and that the committee will be looking at insurance quotes and the Budget and Appropriation Ordinance.

Policy Review: No report.

Building and Grounds: Ms. Vieth made a motion, seconded by Mr. Johnson, to approve the proposal from Reyes Associates for construction manager services for the Aspen Drive Library parking lot expansion project. Roll call was as follows: Ayes; Mr. Schuler, Ms. Quirke, Mr. Johnson, and Ms. Vieth. Nays; none. Mr. Milowski, Mr. Larson and Ms. Oakley were absent. Motion carries. Reyes will oversee the work of contractor Maneval Construction Company and communicate with the library and the Village throughout the project.

Development Committee: No report.

Adhoc Technology Committee: Mr. Cerqua reported that there is a position open for a Technology Services and Support Coordinator. Among other things, this person will train patrons on all new technology services that the library offers especially in the digital lab. Staff is in favor of continuing these committee meetings and find them very helpful. Ms. Quirke announced that it will become a permanent standing committee and that the By-Laws will need to be amended.

Resources, Services and Long Range Planning: No report.

Libertyville Parking Commission Representative: No report.

Friends Representative: No report.

RAILS Representative: Mr. Archer reported on the meeting he attended on June 18 at the Vernon Area Library. RAILS is in the process of revising statewide library membership standards, including potential state-wide certification of library staff. He expects to learn more about this at a fall RAILS meeting.

Historical Society Representative: Ms. Quirke reported that the Cook House tours have been successful this summer with more visitors than last year.

OTHER BUSINESS: Mr. Quirke appointed herself and Rob Schuler to the Secretary's Audit Committee.

Communications: None.

Public questions: Ms. Joyce mentioned that she had downloaded the new library app and loves it and was wondering when it will be unveiled to the public. Mr. Archer announced that it will be in the next Ins & Outs Newsletter.

Adjournment: Mr. Johnson made a motion, seconded by Ms. Vieth, to adjourn the meeting. Having no further business, the meeting was adjourned at 7:13 p.m. All ayes.

Respectfully submitted,

Rob Schuler, Secretary

Bonnie Quirke, President