

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

August 18, 2015

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, August 18, 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. Trustees present at roll call in addition to Ms. Quirke were: Tom Milowski, Jim Larson, Nate Johnson and Ann Oakley. Ms. Vieth and Mr. Schuler were absent. In Mr. Schuler's absence, Mr. Milowski served as Secretary Pro-tem.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua, and Executive 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 July 20, 2015. Roll call was as follows: Ayes; Mr. Milowski, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Vieth and Mr. Schuler were absent. Motion carries.

Ms. Oakley made a motion, seconded by Mr. Milowski, to approve the closed session meeting minutes from January, 2010 through September, 2011. Roll call was as follows: Ayes; Mr. Milowski, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Vieth and Mr. Schuler were absent. Motion carries.

Approval of the Bills: Mr. Milowski made a motion, seconded by Mr. Larson, to approve the Bills Paid Report from July 17, 2015 through August 13, 2015 in the amount of \$516,626.85. Roll call was as follows: Ayes; Mr. Milowski, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Ms. Vieth and Mr. Schuler were absent. Motion carries.

Report of the Director: Mr. Archer first reported on the statistical report. He then provided an update on the Strategic Plan announcing that it officially got underway in July with the formation of work groups covering 15 activities/projects detailed in the plan. The initial activities are focused primarily on those requiring capital expenditures to take advantage of the one-time line item in the FY16 budget to address strategic planning initiatives. He then announced the updated fine structure. Patrons can have up to \$25 in fines on their card and still be able to check out materials. The previous amount was \$10. Also, the maximum cap on fines for DVDs, Blu-rays, and videogames will be reduced from \$10 to \$5 per item. Lastly he announced the promotion of our part-time Technology Associate to the full-time position of Technology Services and Support Coordinator.

Approve the Report of the Director: Mr. Johnson made a motion, seconded by Mr. Larson, to approve the Report of the Director. Roll call was as follows: Ayes; Mr. Milowski, Mr. Larson,

Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Vieth and Mr. Schuler were absent. Motion carries.

Report of the President: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance and Employee Practices: Mr. Milowski discussed the reasoning for why the committee is recommending to refinance the outstanding debt certificates. With the current favorable interest rate environment, the district could possibly save up to \$250,000 of interest over the remaining life of the debt certificates. A special board meeting will need to take place around October 5 with just this item on the agenda.

Mr. Milowski then announced that the Budget and Appropriation Hearing which originally was scheduled for August 18, 2015 has been rescheduled for September 15 at 6:15 p.m. at the Cook Park Library.

Policy Review: Ms. Oakley announced that the committee will be having a meeting tomorrow on 8/19.

Building and Grounds: In Ms. Vieth's absence, Mr. Archer provided an update on the Aspen Drive Parking Lot Expansion project. He reported that the Vernon Hills Village trustees approved the License Agreement between CMPLD, the Village of VH and the Vernon Hills Park District at their August 11 meeting and that a signed and executed copy will be complete by the end of this month. Contracts are being developed now for Maneval Construction pending legal counsel's review. The bonding process will be completed by the end of this week followed by the permitting process. Mr. Archer announced that a meeting at the Village level will take place tomorrow morning before construction begins which he and Mr. Cerqua will attend. The project is anticipated to take 68 days to complete with substantial completion by Halloween.

Development Committee: No report.

Resources, Services and Long Range Planning: Mr. Johnson announced that the committee has scheduled a meeting for September 1 at 6:30 p.m.

Libertyville Parking Commission Representative: No report.

Friends Representative: No report.

RAILS Representative: Mr. Archer reported that RAILS is in the final stages of outsourcing their delivery service which will begin in October. There will be a cost savings for RAILS and will have no effect on our service.

Historical Society Representative: No report.

Adhoc Technology: None.

OTHER BUSINESS: Mr. Johnson made a motion, seconded by Ms. Oakley, to accept the amended By-Laws by adding a standing committee for technology. Roll call was as follows: Ayes; Mr. Milowski, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Vieth and Mr. Schuler were absent. Motion carries.

Communications: A trustee discussed a maintenance issue which will be addressed.

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 7:19 p.m. Roll call was as follows: Ayes; Mr. Milowski, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Vieth and Mr. Schuler were absent. Motion carries.

Respectfully submitted,

Tom Milowski, Secretary Pro-tem

Bonnie Quirke, President