

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

January 19, 2016

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, January 19, 2016 at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois. A quorum being present, the meeting was called to order by Vice-President Wendy Vieth at 6:30 p.m. Trustees present at roll call in addition to Ms. Vieth were: Tom Milowski, Rob Schuler, Jim Larson, Ann Oakley, and Nate Johnson. Ms. Quirke was absent.

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. Larson to approve the minutes of the December 16, 2015 regular meeting. 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.

Approval of the Bills: Mr. Milowski made a motion, seconded by Mr. Larson, to approve the Bills Paid Report from December 12, 2015 through January 14, 2016 in the amount of \$4,577,057.67. 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 explained that the reason the bills were higher than normal this month is because of the normal annual debt service payment in the amount of \$677,919 and a payment of \$3,360,000 to retire the 2007 Series Debt Certificates that were refunded this past November.

Report of the Director: Mr. Archer reported that the statistical report shows a fairly typical month. The door counts are slightly lower but the checkouts are still good and there is a 20% increase of patrons using our website to find resources. He also reported that the Library's annual application for the Illinois Public Library Per Capita grant was submitted on January 12 to the Illinois State Library. He explained that the grant is administered by the State Library to assist public libraries in improving and increasing their services. An area the library will prioritize in the upcoming year is expanding ADA compliance with the library's website. He briefly explained the library's homebound delivery service and reported on the Personnel and Investment Reports.

Approve the Report of the Director: Mr. Johnson made a motion, seconded by Ms. Oakley to approve the report of the Director. All ayes; motion carries.

Report of the President: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance and Employee Practices: Mr. Milowski reported that it is the committee's unanimous recommendation to purchase a new 2016 van and related accessories for the District in an amount not to exceed \$37,000. This is not inclusive of trade-in or the sale of the current 2006 van which will require too many costly repairs to keep on the road. 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. The purchase of a new 2016 van for the District is approved.

Mr. Milowski also reported that it is the committee's unanimous recommendation to approve expenditures relating to the Library's three year Strategic Plan in an amount not to exceed \$83,100. 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. The approval of expenditures relating to the Library's three year Strategic Plan is approved and will cover the following projects:

1. Relocating the Cook Park Young Adult area to the lower level.
2. Constructing a new Young Adult study room on the lower level.
3. Constructing a room to relocate the current Digital Studio.
4. Converting the existing Digital Studio into a Maker Space.
5. Acquiring new display shelving for new and popular materials at both locations.
6. Adding additional electrical outlets to improve convenience for patrons using portable devices at both locations.
7. Replacing the current patron computer chairs with ergonomically designed models at both locations.

Policy Review: No report.

Building and Grounds: No report.

Development Committee: No report.

Resources, Services and Long Range Planning: Mr. Johnson reported that the committee will be reviewing a draft of the Aspen Drive Library expansion Plan at a meeting on Wednesday, January 27 at the Aspen Drive Library.

Libertyville Parking Commission Representative: Ms. Vieth reported that construction on the new Village parking garage behind the Civic Center has been delayed. The bids for the project came in much higher than what the Village budgeted for. The project may have to be scaled back and then go back out to bid again delaying it for two months or more.

Friends Representative: No report.

RAILS Representative: No report.

Historical Society Representative: No report.

Technology: No report.

Other Business: None.

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 7:11 p.m. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Vieth, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Quirke was absent. Motion carries.

Respectfully submitted,

Rob Schuler, Secretary

Wendy Vieth, Vice-President