

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

February 16, 2016

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, February 16, 2016 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 6:31 p.m. Trustees present at roll call in addition to Ms. Quirke were: Tom Milowski, Rob Schuler, Jim Larson, Ann Oakley and Wendy Vieth. Nate Johnson was absent.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua, and Executive Assistant Gabriella Pantle. Also present was district resident Paxton Johnson.

Public comment: Paxton Johnson explained that he is a Boy Scout, first class and is attending the meeting to work on his Communications Merit Badge. The Board welcomed him and asked him if he had any questions. He did not.

Approval of the Minutes: Ms. Oakley made a motion, seconded by Mr. Milowski to approve the regular meeting minutes of January 19, 2016. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Ms. Quirke abstained. Motion carries.

Mr. Johnson joined the meeting at 6:34 p.m. during approval of the minutes.

Approval of the Bills: Mr. Milowski made a motion, seconded by Mr. Johnson, to approve the Bills Paid Report from January 15, 2016 through February 11, 2016 in the amount of \$573,678.87. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Motion carries.

Report of the Director: Mr. Archer announced that the refreshed Early Literacy Center, now called "Room to Grow", opened on February 2nd at Cook Park and is already very popular. Funding was provided by the Friends of the Library. He noted that while Aspen does not have a dedicated room like this, we do offer the Family Play and Learn Center in the Meeting Room every Saturday from 9AM to 1PM which is very well attended. He briefly reported that effective February 12th, all the Cook Park shelving operations, previously managed by the adult and children departments, became part of Circulation Services. This change should better facilitate the flow of materials from check-in to sorting to placing on the shelf. He then announced that the Library is experimenting with **Periscope**, a free app that allows anyone to stream and/or view live video using a smartphone or tablet. Also, a digital monitor has been installed in Study Room C at Cook Park. This will enable patrons to connect their laptops for teleconferencing and small group collaboration. Monitors will eventually be installed in all the study rooms at Cook Park and Aspen.

Approve the Report of the Director: Mr. Milowski made a motion, seconded by Mr. Larson to approve the report of the Director. All ayes; Motion carries.

Report of the President: Ms. Quirke appointed Rob Schuler as the District's representative for the Joint Review Board Meeting in March to consider the proposed Milwaukee Ave./Townline Road Redevelopment Plan and Project, the designation of the proposed Redevelopment Project Area and the adoption of tax increment allocation financing. She then asked trustees if they would be willing to move the March board meeting to Monday, 3/14. Trustees will check their schedules and get back to Administration. Trustees briefly discussed bringing back the Talk with the Trustees program. No final decision was made.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance and Employee Practices: No report.

Policy Review: Ms. Oakley announced that the committee has a meeting scheduled for Wednesday, March 9, 2016.

Building and Grounds: No report.

Development Committee: No report.

Resources, Services and Long Range Planning: Mr. Johnson explained the Greenspace requirements mandated by the Village of Vernon Hills will affect the potential area where an expansion can be built at the Aspen Drive Library. Details still need be received from the Village but we do know that they want green space east of the new parking lot. This could affect additional parking expansion options.

Technology: No report.

Libertyville Parking Commission Representative: Ms. Vieth reported that the Village is still waiting to receive quotes for the revised designs of the new parking garage which should hopefully be ready in a couple of weeks. She noted that the earliest start date may not be until the end of April or beginning of May.

Friends Representative: Mr. Johnson announced that the annual book sale will be April 22-24.

RAILS Representative: No report.

Historical Society Representative: No report.

Other Business: None.

Communications: Ms. Oakley asked about what services we provide for visually impaired patrons. She is concerned that they are unable to use much of the library materials and was wondering if it would be possible to loan out CD players for those visually impaired patrons who listen to books on CD. Mr. Archer believes that we do provide other equipment but not CD players. He will check with Outreach and get back to Ms. Oakley.

Public questions: None.

Adjourn to Closed Session: At 7:19 p.m., Mr. Johnson made a motion, seconded by Ms. Vieth, to adjourn to closed session to discuss the performance of a specific employee as permitted by (5 ILCS 120/2c1). Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Motion carries.

Regular Meeting Resumed: The regular meeting resumed at 7:42 p.m.

Adjournment: Mr. Johnson made a motion, seconded by Ms. Vieth, to adjourn the meeting. Having no further business, the meeting was adjourned at 7:42 p.m. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Motion carries.

Respectfully submitted,

Rob Schuler, Secretary

Bonnie Quirke, President