

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

April 19, 2016

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, April 19, 2016 at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois. A quorum being present, the meeting was called to order by President Bonnie Quirke at 6:32 p.m. Trustees present at roll call in addition to Ms. Quirke were: Tom Milowski, Rob Schuler, Jim Larson, Ann Oakley, and Nate Johnson. Ms. Vieth was absent.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua, and Executive Assistant Gabriella Pantle. Also present was Doug Fendon of the Libertyville Sunrise Rotary, and boy scouts Connor Nettesheim and Philip Kolterman.

Public comment: None.

Sunrise Rotary Club Request: Mr. Fendon explained the request outlined in a letter by Sunrise Rotary Club president Rick Mittelman dated March 18, 2016. Under this request, the Cook Park Library's south exit to Church Street would be unavailable to library patrons from noon on Saturday, August 27 through Sunday morning to accommodate the Rotary's North Shore Wine, Beer, Cigar and Food Fest fundraiser. Library patrons will need to exit using the Brainerd Avenue driveway. Additionally, the library's delivery van loading area to the south of the building will be unavailable during this time. Impact on library operations should be negligible as the fundraising event doesn't begin until late afternoon. After a brief discussion, Mr. Milowski made a motion, seconded by Mr. Larson, to approve the closure of Church Street on Saturday, August 27 for the North Shore Wine, Beer, Cigar and Food Fest fundraiser. Roll call was as follows: Ayes; Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Mr. Milowski abstained and Ms. Vieth was absent. Motion carries.

Approval of the Minutes: Mr. Johnson made a motion, seconded by Mr. Larson to approve the minutes of the March 14, 2016 regular meeting. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Vieth was absent. Motion carries.

Approval of the Bills: Mr. Milowski made a motion, seconded by Mr. Larson, to approve the Bills Paid Report from March 11, 2016 through April 14, 2016 in the amount of \$709,477.39. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Vieth was absent. Motion carries. Mr. Milowski explained that these bills include the second and final payment in the amount of \$124,590 for construction of the Aspen Drive Library parking lot.

Report of the Director: Mr. Archer reported that the statistical report shows a nice increase for visitor counts with Aspen being up by 7% and Cook Park up by 12%. Website hits increased considerably as well with 744,000 hits FY 2016 to date. He then updated the board on the Strategic Plan and outlined the improvements that have been implemented over the past six weeks. He announced that the Library will have a booth at the annual consumer expo of the GLMV Chamber of Commerce on April 23rd at Libertyville High School which is expected to attract 1000+ people. He also announced that patrons can now reserve study rooms at both library locations via the new online booking service, Timely. Timely was officially launched on April 11th after a six week testing phase by the Emerging Technology Librarian. While the product is not specifically geared towards libraries, study room reservations work seamlessly using the system. Lastly, he reported that several librarians attended the bi-annual conference of the Public Library Association April 6-8th in Denver.

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

Report of the President: Ms. Quirke discussed the revived Talk with the Trustees series and asked board members to sign up for a date on the sign-up sheet provided by Ms. Pantle. Trustees will be available once per quarter to meet with constituents beginning with Saturday, June 4th from 1-2PM at both locations. She then reminded trustees of the Libertyville Days wine booth and asked that everyone sign up for a shift when the schedule is made available. Ms. Oakley will provide administration with the needed dates and times.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance and Employee Practices: Mr. Milowski reported that the committee has a meeting scheduled for tomorrow morning to start the budget process.

Policy Review: Ms. Oakley reported that the committee had a meeting on March 9 when they reviewed proposed changes to the By-Laws, Freedom of Information Act (FOIA), Email Communications, Victim's Economic Security and Safety Act, and Workplace policies. Noting that the By-Laws may be changed or amended at any regular meeting of the Board of Trustees by majority vote of those Trustees present, Mr. Johnson made a motion, seconded by Mr. Larson to approve the changes proposed by legal counsel. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Vieth was absent. Motion carries. It is the committee's recommendation to approve the remaining policies as presented. Not requiring a second, roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Vieth was absent. The FOIA policy, the Email Communications policy, the Victim's Economic Security and Safety Act policy and the Workplace policy are approved.

Building and Grounds: No report.

Development Committee: No report.

Resources, Services and Long Range Planning: Mr. Johnson reported that the committee needs to schedule a meeting to discuss the Library's plans for a possible expansion of the Aspen Drive Library and expected costs. He requested that the Finance Committee attend this meeting which will be scheduled on a Wednesday evening within the next few months.

Libertyville Parking Commission Representative: Mr. Archer reported in Ms. Vieth's absence that at their meeting of April 12, 2016, the Village Board of Trustees awarded the bid for the 317 space Church St. Parking Structure to Walsh Construction Company II, LLC. The 8.7 million dollar project is slated to begin in mid-May with a substantial completion date of mid-January 2017.

Friends Representative: The Friends book sale will take place this weekend from Friday, April 22nd through Sunday, April 24th.

RAILS Representative: Mr. Archer reported that he attended a RAILS update on March 24th at the Vernon Area Library. Participants reviewed a draft of a proposed level of standards for libraries to achieve in the RAILS service area. Areas include: collections, customers, facilities, funding, leadership, and training.

Historical Society Representative: Dave reported that the smokestack removal from the Cook House has begun and will continue through tomorrow. He explained that these ventilation pipes were previously connected to an incinerator and due to deterioration and safety issues, the Village made the decision to have them removed.

Technology: No report.

Other Business: Mr. Archer reported on the FY2016 Illinois Per Capita Grant. CMPLD was awarded \$46,129. 21 but due to the state budget impasse, payment of these funds may be significantly delayed or not received at all.

Communications: Ms. Oakley thanked Mr. Byergo, the past Library Director, for his note congratulating the Library Board and staff on being recognized as a Star Library on the LJ Index for 2015.

Public questions: None.

Adjournment: Mr. Schuler made a motion, seconded by Mr. Larson, to adjourn the meeting. Having no further business, the meeting was adjourned at 7:22 p.m. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; none. Ms. Vieth was absent. Motion carries.

Respectfully submitted,

Rob Schuler, Secretary

Bonnie Quirke, President