

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

May 17, 2016

**Call to order:** The regular meeting of the Cook Memorial Public Library District was held on Tuesday, May 17, 2016 at the Cook Park Library, 413 N. Milwaukee Ave., Libertyville, Illinois. A quorum being present, the meeting was called to order by President Pro-tem 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. Bonnie 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 Ms. Oakley to approve the regular meeting minutes of April 19, 2016. 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.

**Approval of the Bills:** Mr. Milowski made a motion, seconded by Mr. Larson, to approve the Bills Paid Report from April 15, 2016 through May 12, 2016 in the amount of \$542,635.42. 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.

**Report of the Director:** Mr. Archer began by announcing that the Library has had a good month with a robust door count that was up 4% library wide. He attributed a bump in the Interlibrary Loan (ILL) numbers to book club books now being obtained through ILL. He then announced that the Summer Reading Club is set to kick off on June 1<sup>st</sup> noting that the popular annual program attracts nearly 5,000 registrants making it a great way to engage families with the many services and collections the library has to offer. He then provided an update on the Library App. Nearly 3,400 people have downloaded the new app, available to Apple and Android users. In May, there were 732 unique users, up from 474 the previous month. He announced that the Library is testing an online recruitment tool provided by Paylocity, our payroll and timekeeping service. The tool enables applicants to fill out an application and upload a resume and cover letter directly from the Library's website. Managers can easily review the applications online and communicate directly with the candidates. As a beta site, the Library has free access to the tool during the testing phase.

**Approve the Report of the Director:** Mr. Milowski made a motion, seconded by Ms. Oakley, to approve the report of the Director. 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.

**Report of the President:** No report.

**REPORTS OF COMMITTEES AND REPRESENTATIVES**

**Finance and Employee Practices:** Mr. Milowski announced that it is the Committee's recommendation to adopt the FY2016-2017 Operating Budget as presented by Administration. 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 FY2016-2017 Operating Budget is approved.

Mr. Milowski also announced that it is the Committee's recommendation to approve Resolution 2015-2016/3 authorizing the transfer of funds within the General Fund as shown in the Annual Budget and Appropriation Ordinance for the Cook Memorial Public Library District, Lake County, Illinois for the fiscal year beginning the 1<sup>st</sup> day of July, 2015 and ending on the 30<sup>th</sup> day of June, 2016. He explained that these funds will be used to execute the purchase of new staff computers that will replace the current 5-year old computers. 155 new computers will be purchased for staff and patrons. 18 of the existing computers will be used for catalog stations. 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. Resolution 2015-2016/3 is approved.

Mr. Milowski then reported that the current Library bookmobile is aging. To prepare budget wise for the purchase of a new bookmobile in the future, he has asked staff to conduct a feasibility study and budget.

He announced that it was a unanimous committee recommendation to approve the purchase of an architectural wall system for a main floor office in the Cook Park Library circulation area from KI Inc. in an amount not to exceed \$17,500. He noted that the funds will be taken out of the Strategic Plan Fund. 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. Purchase of the architectural wall system from KI Inc. is approved.

Lastly, Mr. Milowski announced that it is the Committee's recommendation to approve the proposal from 121 Elevator Inc. for elevator repairs/upgrades for the Cook Park Library elevator in an amount not to exceed \$14,000. 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 proposal from 121 Elevator Inc. is approved.

**Policy Review:** Ms. Oakley reported that a committee meeting is scheduled for Wednesday, June 1.

**Building and Grounds:** No report.

**Development Committee:** No report.

**Resources, Services and Long Range Planning:** No report.

**Technology:** No report. Mr. Milowski asked that staff be polled on the need to meet.

**Libertyville Parking Commission Representative:** Ms. Vieth reported that the construction site for the new parking garage has been fenced off and that construction will be starting on Friday, May 20.

**Friends Representative:** Mr. Johnson reported that funds raised from the Friends book sale was less than previous years due to additional expenses for storage and moving books. The Friends Board has had some discussions on whether the book sale is worth it given the amount of time that goes into it.

**RAILS Representative:** No report.

**Historical Society Representative:** No report.

**Other Business:** Mr. Archer announced that the Libertyville Days parade will be held on Saturday, June 18 and invited trustees to participate. He then reported that employees from the Sullivan Center in Vernon

Hills will be allowed to park in the new Aspen Drive Library parking lot over the summer during their construction.

**Communications:** None

**Public questions:** None.

**Adjourn to Closed Session:** At 7:28 p.m. Mr. Milowski made a motion, seconded by Mr. Larson, to adjourn to closed session as permitted by (5 ILCS 120/2c-1) to discuss the performance of a specific employee. 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.

**Resume Regular Meeting:** The regular meeting resumed at 8:14 p.m.

**Adjournment:** Mr. Milowski made a motion, seconded by Ms. Vieth, to adjourn the meeting. Having no further business, the meeting was adjourned at 8:15 p.m. 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.

Respectfully submitted,

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Rob Schuler, Secretary

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Wendy Vieth, President Pro-tem