

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

November 15, 2016

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, November 15, 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 6:30 p.m. Trustees present at roll call in addition to Ms. Quirke were: Tom Milowski, Rob Schuler, Jim Larson, Ann Oakley, Nate Johnson, and Wendy Vieth.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua and Administrative Assistant Gabriella Pantle. Also present were district residents Mike Henneberry and Paxton Johnson.

Public comment: None.

Approval of the Minutes: Mr. Johnson made a motion, seconded by Mr. Milowski, to approve the minutes of the Budget and Appropriation Hearing on September 20, 2016. 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.

Mr. Larson made a motion, seconded by Mr. Milowski, to approve the minutes of the regular meeting of October 18, 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.

Approval of the Bills: Mr. Milowski made a motion, seconded by Mr. Larson, to approve the Bills Paid Report from October 15, 2016 through November 11, 2016 in the amount of \$623,888.50. 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 reported on two conferences that staff attended in October. First was the Illinois Library Association Annual Conference in Rosemont. With the conference being local this year, the library was able to send twelve staff members who attended a variety of educational sessions. Second was the annual Association of Bookmobile and Outreach Services (ABOS) Conference in Kentucky that was attended by the Aspen Drive Library & Outreach Manager who also attended a number of informative programs.

He then reported that the Vernon Hills police arrested three individuals on October 25 who stole video games from the Aspen Drive Library and sold them to area GameStop retail stores. An alert library staff member called police after noticing that two men who stole items the day before had returned. Responding officers found stolen video games and DVDs in possession of one of the men who admitted to selling others to GameStop. Police charged two men with theft of services, and another with an outstanding warrant. The library's security camera system provided important recorded evidence to police.

Mr. Archer then announced some new additions to the library's services. Added to the list of digital equipment that can now be checked out are Roku players. It will be perfect for those patrons who have been thinking about cutting the cable, but wish they could try out a streaming device first. New online and digital resources include Flipster, an eMagazine collection offering popular magazine titles via a mobile

app to CMPLD cardholders. It will complement our other magazine service, Zinio, and will allow us to offer popular titles that we currently do not have access to through Zinio alone. Basic ESL is a new subscription database geared toward patrons learning English. Students learn English on relevant topics including: family, home, school and many other topics. Native language support in 19 languages. Lastly, Chicago Consumers' Checkbook Online is a new subscription service that evaluates the quality and prices of local services and products for Chicago-area businesses. Consumers Checkbook is an independent nonprofit consumer organization that includes ratings of hundreds of services including auto repair, physicians, plumbers and HVAC technicians.

Lastly, Mr. Archer announced that for the third consecutive year, CMPLD has been recognized as a "Star Library" by Library Journal. CMPLD is one of only 260 libraries nationwide and 19 in Illinois to receive this recognition.

Approve the Report of the Director: Mr. Larson made a motion, seconded by Mr. Schuler, to approve the Report of the Director. 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 President: Ms. Quirke reported that the December board meeting will begin at 5:00 p.m. for the architect interviews.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance and Employee Practices: Mr. Milowski reported that the committee reviewed the FY 2015-2016 Audit prepared by Mueller Accountants and that it is a committee recommendation to accept it. Not requiring a second, roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. The 2015-2016 Audit is accepted.

Policy Review: Ms. Oakley reported that the Policy Committee reviewed five revised policies at their last meeting and are recommending approval of all of them. Mr. Archer proceeded to explain the changes that were made to each one. The Mission and Purpose policy was completely rewritten to reflect the library's new mission statement and highlight our core purposes in the community. Ms. Oakley confirmed that it is a committee recommendation to approve the revised policy. Not requiring a second, roll call was as follows: Ayes; Mr. Milowski, Ms. Quirke, Mr. Johnson, and Ms. Vieth. Nays; Ms. Oakley, Mr. Larson, and Mr. Schuler. The policy is approved.

Mr. Archer explained that the Personnel Policy was extensively revised earlier in 2016, but has been updated again to include changes to leave benefits as required by state law. Library legal counsel has reviewed and approved the changes. Ms. Oakley stated that it is a committee recommendation to approve the policy as presented. Not requiring a second, roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. The Personnel Policy is approved.

The Safe Child Policy, due for review, had just minor changes. Ms. Oakley stated that it was a committee recommendation to approve as presented. Not requiring a second, roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. The Safe Child Policy is approved.

The Use of the Library Policy was extensively revised earlier in 2016, but has been updated to include language related to cell phone usage in the library. Brief and courteous cell phone usage will now be allowed. Ms. Oakley stated that it is a committee recommendation to approve the policy as presented. Not

requiring a second, roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. The Use of the Library Policy is approved.

The Budget, Appropriation and Levy Policy, due for review, had recommended changes made by legal counsel. Ms. Oakley stated that it is a committee recommendation to approve the policy as presented. Not requiring a second, roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. The Budget, Appropriation and Levy Policy is approved.

Building and Grounds: Ms. Vieth reported that the committee met in October to discuss the replacement of the HVAC network control system at Aspen Drive Library which has neared the end of its life expectancy. The control system is in need of a software and hardware upgrade and was included as an anticipated expense in the long-term facilities replacement schedule. A software quote was received from Carrier, the manufacturer of Aspen's HVAC system, detailing the proposed work. The Library's engineering consultant, John Villani of Grumman Butkus Assoc., advised that the quote was complete and recommends its acceptance. The quote does not include hardware costs associated with a new PC which was also recommended by Mr. Villani. Because the HVAC control system will use funds from the Special Reserve Fund, it will require approval of the full board. Ms. Vieth stated that it is a unanimous committee recommendation to authorize the Director to proceed with the upgrade to the HVAC network control system at Aspen Drive Library in an amount not to exceed \$7,000. Not requiring a second, roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. The recommendation is approved.

Development Committee: No report.

Resources, Services and Long Range Planning: No report.

Libertyville Parking Commission Representative: No report.

Friends Representative: No report.

RAILS Representative: No report.

Historical Society Representative: No report.

Technology: No report.

Other Business: Mr. Archer explained that the Local Government Travel Expense Act (P.A. 99-604) is a new law that takes effect January 1, 2017 and applies to all units of local government except those with home rule status. The Library presently has internal guidelines that establish reimbursement to employees for travel and mileage expenses incurred in the performance of their duties. The new Act requires that a board-approved policy be implemented by resolution. Library legal counsel has drafted a resolution and policy to meet the requirements of the statute which is being presented to you tonight. Additional statutory requirements have been included in the new Policy, which remains largely unchanged from the current guidelines. Mr. Johnson then made a motion, seconded by Mr. Larson to approve Resolution 2016-2017/3 Establishing a Policy to Regulate the Reimbursement of all Travel, Meal and Lodging Expenses of Library Officers and Employees. 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.

Communications: None.

Discussion of Architect Submissions for Proposed Aspen Drive Library Expansion and Selection of At Least Three Firms to Interview: The trustees discussed the submissions received from seven architectural firms for the proposed Aspen Drive Library expansion and proceeded to rank the firms for the purpose of selecting no less than three firms to interview. The final results were: Wight – 7, Hezner – 6, Product A+D – 5, Williams – 4, Nagle Hartray – 4, Studio GC – 0, and Cordogan Clark – 0. Mr. Larson made a motion, seconded by Mr. Schuler, to interview Wight, Hezner and Product A+D. 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.

Public questions: None.

Adjournment: Mr. Larson made a motion, seconded by Mr. Johnson, to adjourn the meeting. Having no further business, the meeting was adjourned at 7:39 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