

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

August 16, 2016

**Call to order:** The regular meeting of the Cook Memorial Public Library District was held on Tuesday, August 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 Nate Johnson. Wendy Vieth was absent.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua, and Administrative Assistant Gabriella Pantle.

**Public comment:** None.

**Approval of the Minutes:** Ms. Oakley made a motion, seconded by Mr. Larson to approve the minutes of the July 19, 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. Johnson, to approve the Bills Paid Report from July 15, 2016 through August 11, 2016 in the amount of \$550,551.25. 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.

**Report of the Director:** Mr. Archer first reported on the statistical report and the circulation summary for the Fiscal Year. Door counts were the same as this time last year and there was a slight dip in circulation which he is attributing to eMusic with the discontinuation of Freegal.

Additional statistics not on the monthly statistical report that he shared included library volunteers and meeting room usage. Library volunteers contributed over 1,800 hours of service for the last fiscal year. Teen volunteers work year-round, with the bulk of the hours completed in the summer with such tasks as program assistance, shifting collections, and preparing crafts. Adult volunteers help with materials processing, shelf reading, and digitizing administrative documents. Meeting rooms at both locations hosted over 1,500 events the last fiscal year, an average of four per day library-wide. The vast majority of use (87%) was for library-sponsored programs with 13% used by community groups.

Mr. Archer also reported that the replacement of 155 computers is underway. New public computers were deployed the week of July 17 with new staff computers scheduled to be rolled out the week of August 15. Eighteen existing computers will be used for catalog stations resulting in a savings of approximately \$20,000. He will work with the Business Manager to identify salvageable computers that can be donated to local organizations and individuals.

He then announced that the library received its new Ford Transit delivery van in July, replacing the 2004 Chevrolet cargo van that had high mileage and pending costly repairs. The new van has an automated platform to lift bins, creating a safer process for maintenance staff to transport materials. A new logo is scheduled to be installed in the fall.

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

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

## **REPORTS OF COMMITTEES AND REPRESENTATIVES**

**Finance and Employee Practices:** Mr. Milowski reported that Municipal finance advisors John Miller and Adrienne Booker of Ehlers Inc. provided an overview of refunding options at their last meeting for the Series 2009 debt certificates with a \$4,805,000 outstanding balance. The certificates are callable on February 1, 2017 which would make them eligible for current refunding. Ehlers recommends proceeding with refunding at this time as their analysis suggests a substantial savings of approximately \$440,455 on a 'present value' basis or 9.167% of the \$4,805,000 refunded principal amount. Mr. Milowski announced that it is the committee's recommendation to move forward with this refunding of the Series 2009 Debt Certificates and that an ordinance will be presented at the next board meeting for approval.

**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 had a meeting in July to discuss possible expansion at the Aspen Drive Library. It was agreed at that meeting by all those who attended that expansion is needed at Aspen and it is the committee's recommendation to direct the Director to send out a Request for Qualifications (RFQ) to architects. 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 Director will proceed with sending out an RFQ for architects.

**Libertyville Parking Commission Representative:** No report.

**Friends Representative:** No report.

**RAILS Representative:** No report.

**Historical Society Representative:** No report.

**Technology:** No report.

**Other Business:** None.

**Communications:** None

**Public questions:** None.

**Adjourn to Closed Session:** At 7:01 p.m., Mr. Milowski made a motion, seconded by Mr. Larson to adjourn to closed session as permitted by (5 ILCS 120/2-21) for the review of closed session minutes.

**Regular Meeting Resumes and Adjourns to 2<sup>nd</sup> Closed Session:** The board came out of closed session at 7:06 and at 7:07 p.m. Ms. Quirke made a motion, seconded by Mr. Larson to adjourn to a second closed session as permitted by (5 ILCS 120/2c-1) to discuss the performance of a specific employee.

**Regular Meeting Resumes:** The regular meeting resumed at 7:35 p.m. Based upon the Director's recent positive performance evaluation by the board, Mr. Milowski made a motion, seconded by Mr. Schuler, to increase the annual salary of the Director by 4.1% retroactive to July 1, 2016. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Ms. Quirke, Ms. Oakley, and Mr. Johnson. Nays; Mr. Larson. Ms. Vieth was absent. Motion carries.

**Adjournment:** Ms. Quirke made a motion, seconded by Mr. Milowski, to adjourn the meeting. Having no further business, the meeting was adjourned at 7:40 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,

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Rob Schuler, Secretary

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Bonnie Quirke, President

Amended: 9/20/16