

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

April 16, 2024

**Call to order:** The regular meeting of the Cook Memorial Public Library District was held on Tuesday, April 16, 2024, at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois. The meeting was called to order by President Deb Ader at 6:30 p.m. Trustees present at roll call in addition to Ms. Ader were Jim Larson, Karen Singer, Kristen Palic, Lisa Michaluk, and Sara Lawton. Phyllis Dobbs was absent.

Staff members present were Library Director David Archer, Finance Director Crystal Edwards, and Executive Assistant Gabriella Pantle.

**Public Comment:** None.

**Motion to Adjourn to Closed Session:** At 6:31 p.m., Ms. Ader made a motion, seconded by Mr. Larson to adjourn to closed session as permitted by 5 ILCS 120/2(c)(11) to discuss litigation and 5 ILCS 120/2(c)(1) to discuss personnel. Roll call was as follows: Ayes; Ms. Ader, Mr. Larson, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Dobbs was absent. Motion carries.

**Regular Meeting Resumes:** The regular meeting resumed at 6:34 p.m.

**Approval of Minutes:** Ms. Ader made a motion, seconded by Ms. Michaluk to approve the minutes of the closed session meeting of March 12, 2024. Roll call was as follows: Ayes; Ms. Ader, Mr. Larson, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Dobbs was absent. Motion carries.

Ms. Ader made a motion, seconded by Ms. Palic to approve the minutes of the regular meeting of March 12, 2024. Roll call was as follows: Ayes; Ms. Ader, Mr. Larson, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Dobbs was absent. Motion carries.

**Approval of the Bills:** Ms. Ader made a motion, seconded by Ms. Singer to approve the Bills Paid Report for the period of March 9, 2024 through April 5, 2024 in the amount of \$733,102.69. Roll call was as follows: Ayes; Ms. Ader, Mr. Larson, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Dobbs was absent. Motion carries.

**Report of the Director:** Mr. Archer reported that visitor counts for the month of March were slightly down at Aspen Drive but up almost 17% at Cook Park compared to last year. He also reported that program attendance was down for the month of March but was up by almost 14% for the year compared to 2023.

Mr. Archer then directed trustees to a recent article from the *Daily Herald* that updates the status of the Mellody Farm Tax Increment Financing (TIF) District which was established in 2017. The

article details that the assessed value of the land used for taxing purposes has increased from \$291,000 to \$46.6 million and that the Village of Vernon Hills projects the TIF fund balance will exceed the \$16.3 million outstanding debt in 2026. Once all costs and obligations have been paid and any surplus distributed, the district could be dissolved.

He then announced that he and Ms. Pantle will be attending a webinar hosted by the Local Government Legal Center on April 22 to learn more about recently issued Supreme Court opinions in two cases involving First Amendment challenges to government officials' use of social media and how it may affect Library Trustees and staff. He noted that even prior to the Court's most recent analysis, Ancel Glink recommends that government officials maintain separate personal and official social media pages.

Lastly, Mr. Archer updated the Board on the retirement of two long-time employees and the promotions of two current employees.

**Approve Report of the Director:** Mr. Larson made a motion, seconded by Ms. Palic, to approve the report of the Director. Roll call was as follows: Ayes; Ms. Ader, Mr. Larson, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Dobbs was absent. Motion carries.

**Report of the President:** Ms. Ader reminded trustees to file their Statement of Economic Interest with the County Clerk's Office if they have not already done so. She also noted that the emails sent from ILA are very informative and suggested that trustees might want to sign up to receive them.

## **REPORTS OF COMMITTEES AND REPRESENTATIVES**

### **Finance & Employee Practices:**

**Approval of Resolution 2023-2024/17:** In Ms. Dobbs' absence, Ms. Ader reported that the Finance Committee reviewed two Capital Needs Assessment proposals at their meeting in March and would like to make a committee recommendation to approve the proposal submitted by Williams Architects via the resolution being presented tonight. Ms. Ader then made a motion, seconded by Ms. Palic to approve Resolution 2023-2024/17 accepting Williams Architects proposal to conduct a Capital Needs Assessment. Roll call was as follows: Ayes; Ms. Ader, Mr. Larson, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Dobbs was absent. Motion carries.

**Approval of Resolution 2023-2024/18:** Ms. Ader began by noting that the board had previously approved a Capital Asset Policy in December 2023. Subsequent to that approval, the committee received clarification regarding the capitalization of library materials and also adjustments from the Library's auditor to the capitalization thresholds prompting a need for the policy to be revised. The committee reviewed the revised policy at their meeting in March which they unanimously approved and are now recommending for adoption via the resolution being presented tonight. Ms. Ader then made a motion, seconded by Ms. Singer to approve Resolution 2023-2024/18 adopting the revised Capital Asset Policy. Roll call was as follows: Ayes; Ms.

Ader, Mr. Larson, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Dobbs was absent. Motion carries.

Approval of Resolution 2023-2024/19: Ms. Ader reported that the committee also reviewed a completely updated version of the Fund Balance Policy at their meeting in March which included changes being recommended by Administration. The committee unanimously approved the revised policy and is recommending adoption via the resolution being presented tonight. Ms. Ader made a motion, seconded by Ms. Palic to approve Resolution 2023-2024/19 adopting the revised Fund Balance Policy. Roll call was as follows: Ayes; Ms. Ader, Mr. Larson, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Dobbs was absent. Motion carries.

**Policy Review:** No report.

**Building and Grounds:**

Cook Park Study/Conference Room Project Update: Mr. Archer reported that as of now, none of the contingencies have been used and it's anticipated that it will not be necessary to do so. He reported that the final budget number is expected next month but that it will be well below the original \$207,000 that was approved by the Board.

**Technology:** No report.

**Resources, Services and Long-Range Planning:**

Cook Park Children's Refresh Update: ~~Mr. Archer~~ Ms. Ader reported that the Capital Reserve Study is done, and it has been determined that there is enough in the budget to do the entire project but that the timeline will need to be discussed. Whether the project is completed all at the same time or in large phases, it will be feasible to start in the fall of this year.

Outreach Vehicle Replacement Update: Mr. Archer reported on some statistics as well as recommendations for an updated Outreach Service Model that were provided by the Outreach Manager at the Committee meeting in early April. It was discussed that the needs of the Library and community must be determined before beginning any kind of design for a new vehicle noting that this can take up to 2 years. Recommendations from staff for a replacement vehicle include: choosing a smaller size vehicle that can maneuver to more places, but still have enough space for materials; the ability for patrons to walk on, browse and check out materials; choosing a vehicle that does not require a specialized license to drive; and having the ability to swap out materials to customize it according to the audience. It was noted that a consultant will be hired to explore marketing strategies in the neighborhoods that the bookmobile currently serves. It was also noted that the committee will meet again this summer.

**Friends' Representative:** It was reported that the book sale is this weekend on Saturday and Sunday.

**RAILS Representative:** No report.

**Historical Society Representative:** Ms. Lawton reported that Mainstreet will be celebrating their 35<sup>th</sup> anniversary on April 25 with a ribbon cutting ceremony on the steps of the Cook Park Mansion. She also reported that the Historical Society will be hosting a program at Cook Park Library on May 20 about the Rondout Train Robbery and that Jenny Barry will be interviewed on WRLR Radio a few weeks later in connection with that.

**Other Business:** None.

**Communications:** Ms. Lawton announced that she participated in a webinar for new library trustees and reported on what she learned.

**Public questions:** None.

**Adjournment:** Ms. Palic made a motion, seconded by Ms. Ader to adjourn the meeting. Having no further business, the meeting was adjourned at 7:25 p.m. Roll call was as follows: Ayes; Ms. Ader, Mr. Larson, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Dobbs was absent. Motion carries.

Respectfully submitted,

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Karen Singer, Secretary

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Deb Ader, President