

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

May 21, 2024

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, May 21, 2024, at the Cook Park Library, 413 N. Milwaukee Ave., Libertyville, 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, Phyllis Dobbs, Karen Singer, Kristen Palic, Lisa Michaluk, and Sara Lawton.

Staff members present were Library Director David Archer, Finance Director Crystal Edwards, Senior Manager of Children's Services Melissa Phillips, and Executive Assistant Gabriella Pantle.

Public Comment: None.

Approval of Minutes: Ms. Ader made a motion, seconded by Mr. Larson to approve the minutes of the closed session meeting of April 14, 2024. Roll call was as follows: Ayes; Ms. Ader, Mr. Larson, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Dobbs abstained. Motion carries.

Ms. Ader made a motion, seconded by Mr. Larson to approve the minutes of the regular meeting of April 16, 2024 as amended. Roll call was as follows: Ayes; Ms. Ader, Mr. Larson, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Dobbs abstained. Motion carries.

Approval of the Bills: Ms. Dobbs made a motion, seconded by Ms. Singer to approve the Bills Paid Report for the period of April 6, 2024 through May 10, 2024 in the amount of \$755,277.61. Roll call was as follows: Ayes; Ms. Ader, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Motion carries.

Report of the Director: Mr. Archer reported that visitor counts went up 23% and program attendance went up 21% for the month of April compared to last year.

He then briefed trustees on new regulations announced by the U.S. Department of Justice in April that will require state and local governments to comply with Level AA of the Web Content Accessibility Guidelines which is an intermediary standard of compliance that was created by the Americans with Disabilities Act. He followed by explaining what needs to be done in order to comply with the Level AA standard noting that government bodies serving more than 50,000 people have until April 27, 2026 to come into compliance with the new standards.

He also briefed trustees on rules recently published by the U.S. Department of Labor that will increase the minimum salary thresholds for executive, administrative and professional exemptions under the Federal Labor Standards Act (FLSA). The first increase will be effective July 1, 2024 with a second increase effective on January 1, 2025. He noted that the first increase will not affect any CMPLD employees.

Mr. Archer then announced that AARP reported that 364 tax returns were e-filed this year during the tax appointments at Aspen Drive which is 65% higher than it was last year. He also announced that

on May 8 the Library hosted its fourth annual student art show at Cook Park in partnership with the Libertyville Cooperative Nursery School with 268 patrons attending the opening. The artwork, on display for one week, was created by children 2-4 years old. The Library also hosted the annual Hawthorn District 73 Student Art Show on April 25 at Aspen Drive with 764 people attending the reception.

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

Report of the President: Ms. Ader informed trustees that she will not be at the June board meeting and asked Mr. Larson if he could please serve as President Pro-tem to which he agreed.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: Ms. Dobbs reported that at their meeting on April 29, committee members reviewed the salary bands and discussed shrinking the maximums and minimums noting that it will be presented to the board at a future meeting. She reported that the committee also discussed an employee engagement survey, Outreach vehicle replacement funding and the Director's evaluation. She then explained that the committee also discussed the Working Cash Fund and is recommending that it be abolished. They are also recommending that the entire balance of the fund in the amount of \$555,776 be transferred to the General Fund which can possibly be used to pay for the Children's Refresh Project at the Cook Park Library.

Ms. Dobbs then made a motion, seconded by Ms. Ader to approve Resolution 2023-2024/20 abolishing the Working Cash Fund of the Cook Memorial Public Library District. Roll call was as follows: Ayes; Ms. Ader, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Motion carries.

Policy Review: No report.

Building and Grounds: No report.

Technology: No report.

Resources, Services and Long Range Planning: Ms. Ader reported that the Children's Refresh Project will take place in two phases starting with the preparation of drawings and engineering documents by Product Architecture to be approved via the resolution being presented tonight. She noted that since Product Architecture's budget estimate of \$908K does not include construction management services by Featherstone Construction Inc., the committee would like to give them an opportunity to provide a proposal for their services that can be discussed at a later date by the committee. Ms. Ader then made a motion, seconded by Ms. Singer to approve Resolution 2023-2024/21 authorizing Product Architecture + Design to prepare drawings and engineering documentation for the Cook Park Children's Area improvements. Roll call was as follows: Ayes; Ms. Ader, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Motion carries.

Friends' Representative: Ms. Dobbs announced that she is working with the Friends on donations and that they will be at the Farmers Market again this year.

RAILS Representative: Mr. Archer reported on the upcoming annual election for the board noting that one representative from each library will be able to vote.

Historical Society Representative: Ms. Lawton reported that the Historical Society is working on filling docent slots for Cook House tours.

Other Business: None.

Communications: Ms. Lawton reported that she attended the craft swap at Aspen Drive and found that most items had been claimed within an hour of opening. She asked if next time there could be a way to limit the number of craft supplies one could take to ensure that everyone has an opportunity. Mr. Archer will communicate that to the appropriate staff.

Adjourn to Closed Session: At 7:14 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. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Motion carries.

Regular Meeting Resumes: The regular meeting resumed at 7:18 p.m.

From 7:20 to 7:32 p.m., Mr. Archer took board members on a brief tour of the new conference room on the lower level and the new study rooms on the main level at Cook Park.

Public questions: None.

Adjournment: Ms. Singer made a motion, seconded by Ms. Ader to adjourn the meeting. Having no further business, the meeting was adjourned at 7:33 p.m. Roll call was as follows: Ayes; Ms. Ader, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Motion carries.

Respectfully submitted,

Karen Singer, Secretary

Deb Ader, President