

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

June 18, 2024

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, June 18, 2024, at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois. In the absence of President Deb Ader, the meeting was called to order by Vice President Jim Larson at 6:30 p.m. Trustees present at roll call in addition to Mr. Larson were Phyllis Dobbs, Karen Singer, Lisa Michaluk, and Sara Lawton. Deb Ader and Kristen Palic were absent.

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

Public Comment: None.

Approval of Minutes: Mr. Larson made a motion, seconded by Ms. Singer to approve the minutes of the closed session meeting of May 21, 2024. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Ader and Ms. Palic were absent. Motion carries.

Mr. Larson made a motion, seconded by Ms. Michaluk to approve the minutes of the regular meeting of May 21, 2024. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Ader and Ms. Palic were absent. Motion carries.

Approval of the Bills: Ms. Dobbs made a motion, seconded by Mr. Larson to approve the Bills Paid Report for the period of May 10, 2024 through June 7, 2024 in the amount of \$837,838.65. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Ader and Ms. Palic were absent. Motion carries.

Report of the Director: Mr. Archer reported that visitor counts were up 16% at Aspen Drive and 25% at Cook Park for the month of May. There was a slight dip in print circulation and downloadables but the eLibrary collection experienced an increase of 11%.

Ms. Palic joined the meeting at 6:39 p.m.

Mr. Archer then announced that the Illinois Secretary of State recently awarded a three-year contract to EBSCO in the amount of \$3.4 million. He explained that this agreement will significantly enhance the accessibility of online subscription research databases, newspaper indexes, and educational resources for Illinois residents through their local libraries. He noted that with this contract in place, CMPLD can expect savings on database expenditures throughout the duration of the agreement.

Mr. Archer stated that in response to a question raised recently about ways in which the circulation of materials could be increased, he announced that several potential measures have been suggested to improve the browsing experience of patrons which the leadership team expects will increase the number of checkouts. He then listed the strategies that the team will be discussing in the coming months.

Lastly, he announced that on Friday, May 31, more than 500 visitors attended Aspen Drive Library's after-hours summer reading kick-off event.

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

Report of the President: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices:

Schedule Budget and Appropriation Hearing: The Budget and Appropriation Hearing was scheduled for August 20, 2024 at 6:15pm.

Approval of FY2025 Operating Budget: Ms. Dobbs reported that after reviewing a draft of the FY25 Budget at their June 3 Finance Committee meeting, the consensus of the committee was to recommend it for adoption as revised to reflect the line items that were removed to reduce the deficit. Ms. Edwards announced that the budgeted surplus decreased by more than 50% from last year. It was noted that Linkin fees were reallocated from the Materials budget to Computer Operations. Under Salaries it was noted that the budgeted salaries for FY2025 only went up 1.24% from the prior year because of savings realized from several retirements of higher earning managers. It was also noted that Digital Services staff previously budgeted in Adult Services moved to the Administration budget. It was announced that some of the line items removed to reduce the deficit included \$40K to replace an aging phone system and \$10K to upgrade door access systems noting that both of these items will be deferred to the next fiscal year. Ms. Dobbs then made a motion, seconded by Ms. Singer to approve the FY2025 Operating Budget dated June 18, 2024. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Ader was absent. Motion carries.

Approval of Resolution 2023-2024/22: Ms. Dobbs briefed the board on the committee's review of the FY2025 salary bands at the June 3 Finance Committee meeting noting that it was the consensus of the committee to unanimously recommend to the board that the FY2025 Salary Bands remain unchanged from FY2024 and then explained the details as outlined in the resolution being presented tonight for approval. Ms. Dobbs then made a motion, seconded by Mr. Larson to approve Resolution 2023-2024/22 adopting the revised salary schedules. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Ader was absent. Motion carries.

Approval of Resolution 2023-2024/23: Ms. Dobbs reported that committee members had deliberated on the importance of conducting an employee engagement survey and that they directed administrative staff to obtain proposals from suitable service providers. She announced that they reviewed the proposals at their meeting on June 3 and then explained how they came to their decision of choosing AllOne Consulting. Ms. Dobbs then made a motion, seconded by Ms. Michaluk to approve Resolution 2023-2024/23 authorizing an employee engagement survey with AllOne Consulting. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Ader was absent. Motion carries.

Approval of Resolution 2023-2024/24: Ms. Dobbs explained that the committee unanimously decided to transfer these funds specifically to fund the cost of the FY25 Cook Park Children's Area Refresh project. Ms. Dobbs then made a motion, seconded by Ms. Singer to approve Resolution 2023-2024/24 authorizing the transfer of \$555,776 from the General Fund to the Special Reserve Fund and the transfer of \$350,000 from the General Fund's Technology Reserve to the Special Reserve Fund. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Ader was absent. Motion carries.

Policy Review: No report. A meeting is scheduled for August 13, 2024.

Building and Grounds: No report. A meeting is scheduled for July 9, 2024.

Technology: No report.

Resources, Services and Long-Range Planning: In Ms. Ader's absence, Ms. Lawton reported that the committee has a meeting scheduled for July 10, 2024. She also announced that a Cook Park Children's Department Open House has been scheduled for Monday, July 15, 2024, and explained that since only two trustees can attend due to the Open Meetings Act, she, and Ms. Ader, as committee members, would like to attend.

Friends' Representative: Ms. Dobbs reported that the Friends met on June 2, 2024 to discuss the last book sale and also what to do with several boxes of books that were left over. Ms. Dobbs noted that the Friends struggle with getting enough children's books for their sales and are trying to come up with a way to get more. She also announced that their next book sale will be on October 19, 2024.

RAILS Representative: No report.

Historical Society Representative: No report.

Other Business:

Approval of Resolution 2023-2024/25: Mr. Larson made a motion, seconded by Ms. Palic to approve Resolution 2023-2024/25 authorizing the Library's participation in the Non-Resident Fee Program. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Ader was absent. Motion carries.

Approval of Ordinance 2023-2024/3: Mr. Larson made a motion, seconded by Ms. Palic to approve Ordinance 2023-2024/3 setting forth a schedule of regular meetings of the Board of Library Trustees of the Cook Memorial Public Library District commencing July 1, 2024 and ending June 30, 2025. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Ader was absent. Motion carries.

Approval of Resolution 2023-2024/26: Mr. Larson made a motion, seconded by Ms. Singer to approve Resolution 2023-2024/26 authorizing the Library Director and Finance Director to execute required paperwork with all designated, eligible depository institutions for the fiscal year July 1, 2024 through June 30, 2025. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Ader was absent. Motion carries.

Selection of Trustees for Annual Secretary’s Audit: Ms. Palic and Ms. Lawton volunteered.

Communications: None.

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Public questions: None.

Adjourn to Closed Session: At 7:39 p.m., Ms. Dobbs made a motion, seconded by Ms. Palic, to adjourn to closed session as permitted by 5 ILCS 120/2(c)(1) to discuss the performance of a specific employee. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Ader was absent. Motion carries.

Regular Meeting Resumes: The regular meeting resumed at 8:02 p.m.

Adjournment: Ms. Palic made a motion, seconded by Ms. Dobbs to adjourn the meeting. Having no further business, the meeting was adjourned at 8:03 p.m. Roll call was as follows: Ayes; Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Ader was absent. Motion carries.

Respectfully submitted,

Karen Singer, Secretary

Deb Ader, President