

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

July 16, 2024

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, July 16, 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 Phyllis Dobbs, Karen Singer, and Sara Lawton. Jim Larson, Kristen Palic and Lisa Michaluk 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: Ms. Singer made a motion, seconded by Ms. Dobbs to approve the minutes of the closed session meeting of June 18, 2024. Roll call was as follows: Ayes; Ms. Singer, Ms. Palic, and Ms. Lawton. Nays; none. Ms. Ader abstained. Mr. Larson, Ms. Palic, and Ms. Michaluk were absent. Motion carries.

Ms. Dobbs made a motion, seconded by Ms. Singer to approve the minutes of the regular meeting of June 18, 2024. Roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, and Ms. Lawton. Nays; none. Ms. Ader abstained. Mr. Larson, Ms. Palic, and Ms. Michaluk were absent. Motion carries.

Approval of the Bills: Ms. Dobbs made a motion, seconded by Ms. Ader to approve the Bills Paid Report for the period of June 8, 2024 through July 10, 2024 in the amount of \$807,566.79. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, and Ms. Lawton. Nays; none. Mr. Larson, Ms. Palic, and Ms. Michaluk were absent. Motion carries.

Report of the Director: Mr. Archer reported that visitor counts went up 14% and program attendance went up 17% in FY2024 compared to last year. He also reported that while checkouts for print materials only increased by 2%, downloadables increased by almost 10%. He noted that staff are discussing ways in which to increase the number of checkouts for print materials which will be presented to trustees at a later date.

He then announced that ConnectLakeCounty, a Waukegan-based non-profit organization that is focused on providing technology training to underserved residents of Lake County, recently applied for a two-year grant offered by Lake County to fund the hiring of full-time “digital navigators”. He explained that these “digital navigators” would provide personalized technology assistance to residents, including troubleshooting technical issues, navigating digital platforms, and accessing online resources. He explained further that CMPLD is partnering with Fremont Public Library in Mundelein and Ela Public Library in Lake Zurich to share a full-time “digital navigator”. If the grant is approved, the navigator would be employed by ConnectLakeCounty

and based at the Fremont Public Library, but available to all three libraries for personalized technology assistance and digital literacy instruction.

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

Report of the President: Ms. Ader informed trustees that the deadline for the next quarterly newsletter is coming up noting that if they would like to continue Talk With the Trustee, a date needs to be chosen so it can be included in the newsletter. After discussing, the trustees chose Sunday, October 6, 2024 at 1:00pm. Ms. Singer volunteered to participate at Aspen Drive and Ms. Dobbs volunteered for Cook Park.

Ms. Ader then announced that she and Mr. Archer will be attending a brunch on Monday, July 29 hosted by Secretary of State Alexi Giannoulias and State Representative Dan Didech. She and Mr. Archer will have an update at the August board meeting.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: Ms. Dobbs reported that the committee met before tonight's board meeting to review the Budget and Appropriation Ordinance and that they will be recommending it for approval at the board meeting on August 20, 2024.

Building and Grounds: In Mr. Larson's absence, Ms. Lawton reported that the committee met on July 9 and discussed, among other things, temperature control issues in the Aspen Drive Library Quiet Reading Room and replacing fluorescent bulbs with LEDs. She noted that due to the estimated cost of the bulb replacement project coming in at \$110K just at Cook Park, the committee discussed not doing it all at the same time and instead just starting with the Children's area. It was noted that no action was taken at the meeting.

Policy Review: No report.

Technology: No report.

Resources, Services and Long Range Planning: Ms. Ader reported that the committee met on July 10 and discussed the survey they would like Sarah Keister Armstrong to administer to residents living in neighborhoods where the Bookmobile currently stops to identify and better understand their needs and desires regarding their access to and engagement with the library. She explained that these households will receive information about the survey via a mailed postcard that will include information about the library, a brief pitch for residents to take the survey, a print version of the survey, and a QR code that directs residents to an online version of the survey. Incentives for completing the survey will be three \$50 Target gift cards. Ms. Ader also reported that the committee discussed low circulation numbers and reviewed detailed checkout data noting that staff will take a deeper look into what could be causing these low numbers and what can be done to improve them. Lastly, Ms. Ader reported that the Children's Department

Open House took place last night with approximately 20 people attending and that the comments were all very positive. She then made a motion, seconded by Ms. Lawton to approve Resolution 2024-2025/1 authorizing the payment of \$19,100 to Featherstone, Inc. to proceed with preconstruction services for the Cook Park Library Children’s Renewal Project. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, and Ms. Lawton. Nays; none. Mr. Larson, Ms. Palic, and Ms. Michaluk were absent. Motion carries.

After discussing, the committee scheduled their next meeting for Tuesday, August 27, 2024.

Friends’ Representative: Mr. Archer first reported that the spring book sale brought in \$3,300. Ms. Dobbs then announced that the fall one-day sale will take place on Saturday, October 19, 2024 and that there is a huge demand for children’s books.

RAILS Representative: No report.

Historical Society Representative: Ms. Lawton announced that the Adler/GLMV Annual Festival of the Arts will take place in Cook Park on August 3-4, 2024.

Other Business: Ms. Ader explained that at the June 18, 2024 board meeting, trustees met in closed session to review and discuss the evaluation of the Director’s performance. She then made a motion, seconded by Ms. Dobbs to approve a 3.5% merit increase and a 3.5% cost-of-living salary adjustment for the Library Director for fiscal years 2023 and 2024 effective July 1, 2024. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, and Ms. Lawton. Nays; none. Mr. Larson, Ms. Palic, and Ms. Michaluk were absent. Motion carries.

Communications: None.

Public questions: None.

Adjournment: Ms. Ader made a motion, seconded by Ms. Dobbs to adjourn the meeting. Having no further business, the meeting was adjourned at 7:14 p.m. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Singer, and Ms. Lawton. Nays; none. Mr. Larson, Ms. Palic, and Ms. Michaluk were absent. Motion carries.

Respectfully submitted,

Karen Singer, Secretary

Deb Ader, President