

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
January 14, 2020
7:30 pm Reed Room – Main Floor
Regular Meeting

Board Materials

1. Agenda
2. December 10, 2019 Regular Meeting Minutes
3. December 2019 Financial Report
4. Policy Updates pursuant to:
 - a. Cannabis Regulation and Tax Act
 - b. Workplace Transparency Act

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Agenda

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Approval of the December 10, 2019 Regular Meeting Minutes
7. For action: Discussion and approval of December 2019 Financial Report
8. For action: Discussion and approval of changes to library polices to reflect the Cannabis Regulation and Tax Act and Workplace Transparency Act
9. The Library Building Project
10. Library Director Report
11. Unfinished Business
12. New Business
13. Adjournment

Upcoming Regular Board Meeting: February 11, 2020 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. Reed Room
December 10, 2019

CALL TO ORDER

President Carrie Travers called the meeting to order at 7:30 p.m.

ROLL CALL

Trustees Present: Germaine Arnson, Wendy Darling, JoAnn Desmond, Elizabeth Grob, Andrea Lemke, Ron Levitsky, David Rose, Carrie Travers. Trustees Absent: Todd Puch
Staff Present: Catherine Lemmer, Library Director, Michelle Doshi, Adult Services Librarian. Public present: Tish Borkowski.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Levitsky made a motion, seconded by Trustee Desmond, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF MINUTES

Trustee Levitsky made a motion, seconded by Trustee Desmond, to approve the November 12, 2019 Regular Meeting Minutes, the November 20, 2019 Special Meeting Minutes, and the April 5, 2019 Long Range Planning Committee Meeting Minutes. Motion carried unanimously.

APPROVAL OF THE NOVEMBER 2019 FINANCIAL REPORT

Ms. Lemmer presented the highlights of the November 2019 financial report. After discussion, Trustee Levitsky made a motion, seconded by Trustee Desmond, to approve the November 2019 financial report. The motion carried unanimously with a roll call vote.

REPORT FROM MICHELLE DOSHI, ADULT SERVICES LIBRARIAN

Michelle Doshi, Adult Services Librarian, updated the Board on the *Read Between the Ravines*, the one book one community nonfiction reading program. The program is a collaboration between Lake Forest Library and Lake Bluff Public Library. This year's book selection is **American Overdose: The Opioid Crisis in Three Acts**, by Chris McGreal. Related events will be presented in February, March and April in conjunction with other community organizations. Michelle Doshi left the meeting, after her presentation, at 7:41 p.m.

LIBRARY DIRECTOR REPORT

The Children's Library staff has been busy with community outreach efforts, including hosting a storytime for Kinderhaven Preschool Academy. The *Best Books of 2019* program held at Sunset

Lake Forest Library Board of Trustees
Regular Meeting Minutes
December 10, 2019

Foods was well attended. This location worked well and may be used for additional programming. Planning for the *100 Years of Women's Suffrage* film series, and the *Read Between the Ravines* program is underway. Both these programs are presented in partnership with other community groups.

Several gifts were received, including one from the Buchanan Family Foundation. This donation will be used to upgrade Media Lab and circulation technology.

Two open positions have been filled with the addition of Elyse Haire to the Youth Services Team and Patrick Villaneau to the Media Lab/Technology team. An All Staff Institute was held in November, with a focus on technology and related competencies. Staff will participate in training, as needed, to keep skills current.

Efforts continue to optimize space utilization to improve the patron experience, including graphic novel collection relocation and reconfiguration of shelving in the Children's department. Presentation of materials and ease of access continue to have a positive impact on circulation.

The Facilities Team continues to monitor the dome covering.

The FY2020/2019 Per Capita Grant application will be submitted in December. The final levy numbers were received: FY2021/2019 levy increase of 1.9% CPI and estimated growth of \$29,533, for an estimated increase of \$108,918, ending in a total levy of \$4,283,070.

PROPOSAL TO ELIMINATE THE CHARGING OF FINES ON OVERDUE MATERIALS

Trustee Rose made a motion, seconded by Trustee Darling, to eliminate the charging of fines on overdue materials, effective February 1, 2020. The motion passed unanimously with a roll call vote.

LIBRARY BUILDING PROJECT DISCUSSION

Prior to discussion, President Travers asked Board members to declare any conflicts of interest and report any Ex Parte communications not previously disclosed. Hearing none, discussion of the Library Building Project commenced. The Hodge Group continues their work with staff on development of the case statement. Additional onsite community interviews are scheduled for mid-December. Paperwork required for the creation of a nonprofit library foundation has been submitted to the State of Illinois.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

No new business.

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ADJOURNMENT

Trustee Desmond made a motion, seconded by Trustee Rose, to adjourn the meeting at 8:33 p.m.
Motion carried unanimously.

Upcoming Meetings:

Regular Board Meeting: January 14, 2020, 7:30 p.m., Reed Room

Services Committee Meeting: January 14, 2020, 6:30 p.m., Reed Room

Germaine Arnson, Secretary

Minutes approved by the Board on January 14, 2020.

Lake Forest Library
Year-to-Date Monthly Financial Report
December 2019
Unaudited Month 8
FY2020

REVENUES	Current Month Actual	Year to Date Actual	Year to Date Budget	Annual Budget	(Over)/Under Variance	% of Annual Budget
Unassigned Funds on Hand 5/1	\$1,727,562	\$1,727,562	\$937,906	\$937,906		
Tax Based (Levy, SSN, IMRF)	\$48,757	\$4,175,907	\$3,893,891	\$4,247,881	\$282,016	98.31%
Non Tax Based	\$14,165	\$128,607	\$42,133	\$63,200	\$86,474	203.49%
Gifts (includes Friends)	\$16,607	\$111,132	\$55,333	\$83,000	\$55,799	133.89%
TOTAL REVENUES	\$79,529	\$4,415,646	\$3,991,358	\$4,394,081	\$424,288	100.49%
TOTAL FUNDS ON HAND	\$1,807,091	\$6,143,208	\$4,929,264	\$5,331,988		
EXPENDITURES						
Salaries & Wages	\$130,615	\$1,075,393	\$1,153,666	\$1,817,898	\$78,273	59.16%
Fringes	\$28,317	\$241,547	\$259,221	\$408,470	\$17,674	59.13%
SSN	\$9,636	\$80,325	\$92,437	\$145,659	\$12,112	55.15%
IMRF	\$9,930	\$81,155	\$120,050	\$189,170	\$38,895	42.90%
Materials (print, AV, online)	\$46,428	\$359,435	\$426,000	\$639,000	\$66,565	56.25%
Other Operating Expenses	\$44,884	\$300,908	\$380,250	\$570,375	\$79,342	52.76%
Building Maintenance	\$7,410	\$134,376	\$163,867	\$245,800	\$29,491	54.67%
Sub Total	\$277,221	\$2,273,140	\$2,595,492	\$4,016,372	\$322,352	56.60%
Capital	\$0	\$17,833	\$119,583	\$205,000	\$101,750	8.70%
TOTAL	\$277,221	\$2,290,973	\$2,715,075	\$4,221,372	\$424,102	54.27%
BALANCE		\$3,852,235	\$2,214,189	\$1,110,616		
RESERVES						
Capital Improvements	\$2,050,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$2,650,000					

Approval of changes to the Employee Handbook (Personnel Manual)

Prohibition on the Use of Cannabis and Cannabis Infused Products

Under the Cannabis Regulation and Tax Act (410 ILCS 705/ et. seq.), the possession and consumption of cannabis and cannabis-infused products became legal in Illinois effective January 1, 2020. The legalization of “marijuana,” however, is subject to reasonable restrictions including but not limited to prohibitions on consuming cannabis in any public place and consuming cannabis in the workplace, while on call, or while performing an employee’s job duties.

In short, patrons and employees may not use cannabis in a public library and patrons and/or employees consuming cannabis in a public library may be subject to civil or criminal penalties.

The Library’s lawyer recommends amending *Section 7.1 Alcohol and Drug-Free Workplace* of the Library’s current employee handbook as attached.

Approval of changes to the Rules for Using the Library

In addition to approving the changes to the employee handbook, it is recommended that the same prohibitions be added to the Rules for the Use of the Library policy as attached.

Addition of protections for Trustees to the Library’s Anti-Harassment and Nondiscrimination Policy

A new section was added to the Sexual Harassment and the State Officials and Employees Ethics Act (5 ILCS 430/ et.seq.) that requires libraries to update sexual harassment policies to include a means by which a library trustee may report sexual harassment made by another library trustee and receive an independent review.

The Library’s lawyer recommends amending *Section 7.2 Anti-Harassment and Nondiscrimination Policy* of the Library’s current employee handbook as attached.