

**Lake Forest Library Board of Trustees**  
360 E Deerpath Road, Lake Forest, IL 60045  
Special Meeting Minutes  
6:00 p.m. February 19, 2020

CALL TO ORDER

President Carrie Travers called the meeting to order at 6:00 p.m.

ROLL CALL

Trustees Present: Germaine Arnson, JoAnn Desmond, Andrea Lemke, Ron Levitsky, Carrie Travers. Trustees arriving after roll call (all arrived by 6:10 p.m.): Wendy Darling, Elizabeth Grob, Todd Puch, David Rose.

Staff Present: Catherine Lemmer, Library Director; Ed Finn, Head of Operations. Public Present: None.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Levitsky made a motion, seconded by Trustee Lemke, to approve the agenda. The 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 February 11, 2020 Regular Meeting Minutes and the February 11, 2020 Service Committee Meeting Minutes. The motion carried unanimously.

DISCUSSION AND APPROVAL OF HGA CONTRACT, STAGE 2

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.

Ms. Lemmer provided an update on the status of The Hodge Group's work to date as it relates to the HGA contract. Meetings with all but one City aldermen will be completed by February 21, 2020. In addition, "test" interviews will be conducted with both the Mayor and City Manager so they are familiar with the format The Hodge Group will be using in the community. The Hodge Group will present the campaign feasibility report, including target number and timeline, to the Trustees at the March 10 regular board meeting. The proposed capital campaign timeline has been coordinated with the HGA Predesign Study timeline, anticipating an August/September 2020 campaign announcement.

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References for Penny Hummel Consulting were shared with the Trustees. All were very positive. The contract for Library Program Consultant will fold into the HGA, Stage 2 contract. Three onsite visits are included, with options to add more.

The revised HGA Contract, Stage 2 was presented. Stage 2 will run from March to August 2020. Upon contract approval, key dates will be set to meet the timeline. Meeting date windows, key objectives, and attendees were outlined. The Board will have representation at all meetings. The number and duration of meetings should be sufficient but additional meetings can be added if necessary. While HGA believes that Ginny Lackovic's participation can be addressed remotely, an onsite visit can be worked out. Additional meetings/onsite visits will add to the cost of the contract. While the majority of sessions will be during business hours, key Board meetings will be scheduled for the early evenings.

Ms. Lemmer reconfirmed that it is not practical to create a separate project with early timing for the dome. Any work on the dome would likely require complete closure of the Library for the duration of the project. The dome covering is protecting the dome, and ongoing inspections will be conducted to show that the structural integrity remains sound.

Trustee Desmond inquired about any City or community participation in these meetings. Ms. Lemmer said that the City is being regularly informed and there is no desire on the part of the City to appoint individuals to serve on any committees. The Mayor, City Manager, City Council, and the campaign committee will be updated throughout the process. Once campaign funds have been raised, an independent construction management contract will likely be initiated for construction oversight as part of the construction phase. Trustee Puch expressed concern for circumstances that might affect the timing of the project. Ms. Lemmer noted that HGA has built in allowances for standard timing and budgetary delays and issues but that those numbers will be firmed up before any construction phase.

Trustee Levitsky made a motion, seconded by Trustee Travers, to approve the HGA, Stage 2 contract, including Penny Hummel, Program Consultant, in the amount of \$94,310.00. The motion carried unanimously with a roll call vote. Trustee Arnson abstained from the vote.

#### UNFINISHED BUSINESS

Hanover Insurance will cover the additional Greco Electrical Contractors, Inc. work as part of the initial claim for the ComEd transformer malfunction. A check for \$20,900 has been received to cover the work. The Library will need to close for a minimum of ½ day and will coordinate with Com Ed on when best to complete the work based on weather.

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NEW BUSINESS

No new business.

ADJOURNMENT

Trustee Grob made a motion, seconded by Trustee Puch, to adjourn the meeting at 6:55 p.m.  
Motion carried unanimously.

Upcoming Meetings:

**Special Board Meeting, March 9, 2020, 6:30 p.m., Reed Room**

**Regular Board Meeting: March 10, 2020 6:00 p.m., Reed Room**



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Germaine Arnson, Secretary

Minutes approved by the Board on March 10, 2020.