

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting (Remote Access) Minutes
7:30 p.m. May 12, 2020

CALL TO ORDER

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

ROLL CALL

Trustees Present: Germaine Arnson, Wendy Darling, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Todd Puch, David Rose, Carrie Travers. Trustees Absent: JoAnn Desmond.
Staff Presenters: Catherine Lemmer, Library Director; Ed Finn, Head of Operations.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Rose made a motion, seconded by Trustee Levitsky, 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 Lemke made a motion, seconded by Trustee Rose, to approve the April 27, 2020 Special Meeting Minutes. The motion carried unanimously.

APPROVAL OF THE APRIL 2020 FINANCIAL REPORT

Ms. Lemmer provided an overview of the April 2020 Financial Report. Trustee Levitsky made a motion, seconded by Trustee Rose, to approve the April 2020 financial report. The motion carried unanimously with a roll call vote.

NOMINATING COMMITTEE APPOINTMENTS

President Travers appointed Trustees Arnson and Levitsky to serve as the Nominating Committee. Trustee Darling made a motion, seconded by Trustee Lemke, to approve the appointments. The motion carried unanimously.

DISCUSSION AND APPROVAL OF THE LIBRARY REMOTE WORK POLICY AND RELATED ILLINOIS WAGE PAYMENT COLLECTION ACT REIMBURSEMENT

Ms. Lemmer presented a Remote Work Policy designed to protect both the employee and the Library. She also reviewed the parameters of the Illinois Wage Payment Collection Act and how those might apply to remote work in the COVID-19 environment.

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After discussion, Trustee Levitsky made a motion, seconded by Trustee Puch, to adopt the Remote Work Policy and, effective May 1, 2020, reimburse remote work expenses in accordance with the Illinois Wage Payment Collection Act. The motion carried unanimously with a roll call vote.

LIBRARY CAPITAL IMPROVEMENT PROJECT UPDATE

Ms. Lemmer noted a start time change to 5:30 p.m. for the May 19, 2020 Special Meeting with HGA. Ms. Lemmer will meet with the Mayor and Russ Hodge on May 14, 2020 to discuss the new Library Foundation. In addition, a document will be presented to detail the history of the project to date, as well as plans through August. If requested, a formal presentation will be made at the City Council Meeting in June.

LIBRARY DIRECTOR REPORT

The Friends will fulfill the Library's grant request to fund FY2021 Programming. Ms. Lemmer expressed the Library's gratitude for the Friend's ongoing and generous support.

The Office 365 migration is going very well and the new Sharepoint sites are up and running. This is a valuable information-sharing tool for staff and Trustees. Training is ongoing and staff will be better able to connect and collaborate remotely with the new Staff Information Hub.

Library usage statistics were strong for the first ten months of FY2020, often exceeding metrics for the comparable period in FY2019. While usage patterns have changed due to the COVID-19 building closure, statistics still show strong community engagement with the Library through remote services and online resources.

The Library will send a print newsletter to all residents at the end of May. This is a crucial communication tool, supported by the Library's social media channels.

HOLDS SERVICE MODIFICATIONS

Following the Governor's *Restore Illinois* guidelines, plans for a modified Holds Service were presented. The goal is to devise a financially responsible plan that makes physical materials available to the public while keeping staff and patrons safe.

The Library building will be opened to staff in mid-May to allow key personnel to begin the process of accepting returned items and preparing them for safe redistribution. Holds Service options considered included curbside pickup and mail delivery.

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Trustee Rose made a motion, seconded by Trustee Travers, to deem library services as “essential”, and to empower staff to develop a service plan with a June implementation target. The motion carried unanimously.

EXECUTIVE SESSION

Pursuant to 5 ILCS 120/2(c)1 The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the body, the Library Board considered the following:

- Library Staffing Plan for June 2020
- Changes to the FY2021 Pay Plan, previously approved as part of the FY2021 budget.

Trustee Travers made a motion, seconded by Trustee Arnson, to enter executive session at 9:03 p.m. Motion carried unanimously.

At 9:28 p.m., Trustee Grob made a motion, seconded by Trustee Rose, to end the Executive Session. Motion carried unanimously.

President Carrie Travers called the return to open session to order at 9:29 p.m.

At return to open session, roll call was taken: Trustees present: Arnson, Darling, Grob, Lemke, Levitsky, Puch, Rose, and Travers. Also present, Catherine Lemmer, Library Director, Ed Finn, Head of Operations, and Felicia Song, Assistant Director.

APPROVAL OF JUNE STAFFING PLAN AND CHANGES TO THE FY2021 PAY PLAN

Trustee Levitsky made a motion, seconded by Trustee Travers, to approve the recommendation to:

- a. Approve of the post-June 2020 Staffing Plan to continue wages and benefits for full time staff; wages and benefits for part time staff for hours worked; and requiring staff to use accrued vacation leave on a schedule to be finalized by library administration;
- b. Modify the FY2021 Pay Plan by freezing wages and salaries at FY2020 rates until August 1, 2020; and
- c. Re-evaluate FY2021 wages and salaries on August 1, 2020.

The motion carried unanimously with a roll call vote.

UNFINISHED BUSINESS

No unfinished business.

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NEW BUSINESS

No new business.

ADJOURNMENT

Trustee Rose made a motion, seconded by Trustee Arnson, to adjourn the meeting at 9:31 p.m.
Motion carried unanimously.

Upcoming Meetings:

Special Board Meeting: May 19, 2020, 5:30 p.m., Remote Access

Regular Board Meeting: June 9, 2020 7:30 p.m., Remote Access

/s/ Germaine Arnson (signed electronically due to COVID-19 pandemic)

Germaine Arnson, Secretary

Minutes approved by the Board on May 19, 2020.