

**LAKE FOREST LIBRARY BOARD OF TRUSTEES**  
**360 East Deerpath Road, Lake Forest, IL 60045**  
**June 22, 2020, 5:30 p.m.**  
**Regular Meeting by Remote Access (Virtual)**

The Library Trustees will be remotely attending this regularly scheduled Board of Trustees meeting by electronic means, in compliance with Governor's Executive Order 2020-07, issued on March 16, 2020, that suspended certain Open Meetings Act provisions relating to in-person attendance by members of a public body. Specifically, the Governor's Order: (1) suspends the requirement in Section 2.01 that "members of a public body must be physically present:" and (2) suspends the limitations in Section 7 on when remote participation is allowed. This Executive Order is effective the duration of the Gubernatorial Disaster proclamation.

The Library provides members of the public with an opportunity to participate in the meeting. Members of the public can participate remotely in the meeting at the following: [Join HGA Zoom Meeting \(https://hga.zoom.us/j/95204113889\)](https://hga.zoom.us/j/95204113889). Meeting ID: 952 0411 3889. Members of the public may also call in using: +1 415 762 9988 (US Toll) or +1 646 558 8656 (US Toll). Meeting ID: 952 0411 3889.

Alternatively, members of the public may email comments to Catherine Lemmer, Library Director, at [clemmer@lakeforestlibrary.org](mailto:clemmer@lakeforestlibrary.org), before 4:30 pm on Monday, June 22, and the comments will be read into the meeting minutes. The minutes of the June 22 meeting will be available on the Library's website after they approved at the next meeting of the Library Trustees. All board meeting information is available at: [www.lakeforestlibrary.org/board-meetings](http://www.lakeforestlibrary.org/board-meetings). The Library website and social media platforms are updated after the meeting.

### **Agenda**

1. Call Meeting to Order
2. President's Remarks:

This meeting of the Lake Forest Library Board is held as a virtual meeting because the Illinois Governor has declared the COVID-19 pandemic a disaster and it is not practical or prudent for in-person meetings." The Library Director is on-site at the Library for this meeting and may be reached by calling 847.810.4602. This meeting is being recorded.
3. Board of Trustees Roll Call/Confirmation that can hear the discussion.
4. Additions to the Agenda
5. For action: Approval of the Agenda [Roll Call Vote]

6. Opportunity for the Public to Address the Board and Correspondence
7. For action: Approval of the June 9, 2020 Special Meeting Minutes [Roll Call Vote]
8. Library Capital Improvement Project: Presentation by HGA
  - a. Site Plan Review
  - b. Exterior Massing and Architectural Aesthetic
  - c. Interior Adjacency Diagrams
  - d. Preliminary Cost Metrics
9. For action: Approval of next steps, set date of next HGA design meeting.
10. For action: Set date of special meeting to address year end matters and COVID response.
11. Unfinished Business
12. New Business
13. Adjournment

**Upcoming Meetings:**

**Regular Board Meeting: July 14, 2020, 7:30 p.m.**

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 (Remote Access) Minutes  
7:30 p.m. June 9, 2020

CALL TO ORDER

President Carrie Travers called the meeting to order at 7:32 p.m.

ROLL CALL

Trustees Present: Germaine Arnson, Wendy Darling, JoAnn Desmond, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Todd Puch, David Rose, and Carrie Travers.

Staff Present: 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 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 MAY 19, 2020 SPECIAL MEETING MINUTES

Trustee Rose made a motion, seconded by Trustee Travers, to approve the May 19, 2020 Special Meeting Minutes. The motion carried unanimously.

APPROVAL OF THE MAY 2020 FINANCIAL REPORT

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

APPROVAL OF FY2021 NON-RESIDENT CARD FEE

Trustee Desmond made a motion, seconded by Trustee Travers, to approve the FY2021 Non-Resident Card Fee of \$616.90. The motion carried unanimously.

APPROVAL OF BOARD MEETING CALENDAR JULY 2020 – JUNE 2021

Trustee Rose made motion, seconded by Trustee Puch, to approve the Board Meeting Calendar for July 2020 – June 2021. The motion carried unanimously.

REPORT OF NOMINATING COMMITTEE ON OFFICER SLATE (JULY 2020 – JUNE 2021)

The Nominating Committee (Trustees Arnson and Levitsky) recommended the following slate of officers to be elected at the July 14, 2020 meeting:

Wendy Darling, President  
David Rose, Vice-President  
Andrea Lemke, Treasurer  
JoAnn Desmond, Secretary

LIBRARY DIRECTOR REPORT

Ms. Lemmer complimented all Library staff, especially Senior Staff, on their ability to continuously adapt to the challenges of the COVID-19 environment and still deliver a high level of service to all patrons. The successful launch of *Curbside Collect* in early June is just one example of their commitment and creativity. Personnel has been trained on personal COVID-19 workplace safety, and procedures and systems have also been implemented throughout the building. The next challenge is developing plans for the reopening of the Library building, adhering to the State of Illinois guidelines while creating a safe and welcoming experience for both staff and patrons. It appears that Phase 4 may allow for a reopening in early July.

The Summer Reading Program, *Imagine Your Story*, will be conducted virtually this summer but still connect to school summer reading lists and offer prizes for all age levels. Support for Summer Reading comes from the generous grant from the Friends of Lake Forest Library. Virtual and database service offerings continue to see strong usage increases. Research on securing a Managed Service provider and implementing an RFID/Self-Check system is back on track after delays caused by COVID-19. Year-end personnel evaluations and performance reviews were completed.

The Library prepared a three-part report detailing its FY2020 operations, its response to COVID, and the capital improvement project to date. The report went to city administration and each alderman. Russ Hodge will be onsite on Wednesday, June 10, to discuss next steps, including approaching the potential foundation board members and finalizing the board job description.

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 will consider the following:

- Library Director Evaluation and FY 2021 Compensation
- Approval of May 12, 2020 Executive Session Minutes

Trustee Travers made a motion, seconded by Trustee Arnson, to enter executive session at 7:56 p.m. Motion carried unanimously.

At 8:55 p.m., Trustee Arnson 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 8:55 p.m. At the return to open session, roll call was taken. Trustees Present: Arnson, Darling, Desmond, Grob, Lemke, Levitsky, Puch, Rose, and Travers.

#### LIBRARY DIRECTOR EVALUATION AND FY2021 COMPENSATION

Trustee Travers made a motion, seconded by Trustee Puch, to:

- a. Approve a year-end bonus of \$4,890 for Catherine Lemmer, to be paid in June 2020.
- b. Approve a FY2021 salary increase of 3% for Catherine Lemmer (annual salary of \$125,910), to be implemented when the pay increase freeze is lifted and the FY2021 Pay Plan is implemented.
- c. Approve the May 12, 2020 Executive Session Minutes.

The motion was approved unanimously with a roll call vote.

#### PRESIDENT'S CONCLUDING REMARKS

Board President, Carrie Travers, commended Trustees Levitsky and Puch for their six years of dedicated service to the Library Board and wished them well on their future endeavors.

#### UNFINISHED BUSINESS

No unfinished business.

#### NEW BUSINESS

No new business.

#### ADJOURNMENT

Trustee Puch made a motion, seconded by Trustee Levitsky, to adjourn the meeting at 9:01 p.m. Motion carried unanimously.

Upcoming Meetings:

**Special Board Meeting: June 22, 2020, 5:30 p.m., Remote Access**

**Regular Board Meeting: July 14, 2020 7:30 p.m., Remote Access**

---

Germaine Arnson, Secretary  
Minutes approved by the Board on July 14, 2020.