

**Lake Forest Library Board of Trustees**  
360 E Deerpath Road, Lake Forest, IL 60045  
Regular Meeting (Remote Access) Minutes  
7:30 p.m. November 10, 2020

CALL TO ORDER

President Wendy Darling called the meeting to order at 7:31 p.m. with the following statement:

This meeting of the Lake Forest Library Board is being 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 and the recording will be posted on the Library website.

ROLL CALL/CONFIRMATION OF ABILITY TO HEAR PROCEEDINGS

Trustees Present: Germaine Arnson, Bryan Bertola, Wendy Darling, JoAnn Desmond, Elizabeth Grob, John F. Johnson, Andrea Lemke, David Rose and Carrie Travers. All yeas. 9 trustees in attendance, a quorum was present.

Staff Present: Catherine Lemmer, Library Director; Ed Finn, Head of Operations

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD AND CORRESPONDENCE

No request to address the board.

ADDITIONS TO THE AGENDA

None

CONSENT AGENDA

- A. Approval of the Agenda
- B. Approval of the October 13, 2020 Meeting Minutes
- C. Acceptance of the FY2020 Audit Report by Baker Tilly

Director Lemmer shared that the Library received a clean letter from the auditors and explained that the Library receives its separate audit and, yet, is also part of the City audit, which was reviewed at the last City Council meeting.

Trustee Johnson acknowledged the efforts of Director Lemmer and her staff in noting that, even in a challenging year, the audit documented a 3% increase in revenue over what was budgeted in FY2020, while reflecting expenditures at 23% under budget resulting in a significant surplus.

After discussion, President Darling called for a vote to approve the Consent Agenda as presented. 9 yeas, motion carried with a roll call vote.

DISCUSSION AND APPROVAL OF THE OCTOBER 2020 FINANCIAL REPORT AND AMENDMENT TO FY2021 BUDGET LINES

Director Lemmer provided a summary report of the October 2020 financials in the board packet and reported that finances are in a good position in spite of the delay in Lake County's collection of property taxes. She explained that they are carefully watching expenditures in the event all the final tax revenues are not received. Ms. Lemmer recommended an amendment to adjust two budget line items assigned to the Special Project and Capital Improvements accounts to enhance transparency for expenditures that are specifically related to the Special Project.

Trustee Rose made a motion, seconded by Trustee Johnson, to approve the October 2020 financial report and amend the FY 2021 budget allocations to increase the Special Projects Line from \$130,000 to \$245,000 and reduce the Capital Improvement Line to \$10,000, as presented. 9 yeas, motion carried with a roll call vote.

DISCUSSION AND APPROVAL OF THE FY2022 LEVY AND TRANSFER OF FUNDS TO CAPITAL ACCOUNTS

Director Lemmer reviewed recent levy history and proposed a CPI levy increase and transfer of surplus funds to capital improvement accounts.

Trustee Arnson made a motion, seconded by Trustee Grob, to approve a 2020 CPI levy of 2.3% plus the new growth distribution generating total proceeds of \$4,495,731 for the FY2022 budget and the transfer of \$750,000 in FY2020 and FY2019 surplus to the capital improvement accounts. 9 yeas, motion carried with a roll call vote.

FACILITIES AND TECHNOLOGY REPORT (ED FINN, HEAD OF OPERATIONS)

Mr. Finn provided an update on technology and facilities activities taking place in the Library. He reviewed the history of issues and repairs with the Dome that followed the comprehensive HGA study in 2017. Mr. Finn discussed the need to redo the shrink wrap to prevent further damage and the challenges with identifying qualified vendors. After actively soliciting bids, only three vendors responded and only two with quotes for shrink wrap. Trustee Bertola suggested consulting with HGA to determine if there was a better long-term solution than shrink wrap that could contribute to the overall project.

Trustee Arnson made a motion, seconded by Trustee Darling, to provisionally authorize Director Lemmer to enter into a contract with the lowest quote, Country Living Construction, not to exceed \$50,000 pending consultation with HGA and clarification of specific details. 9 yeas, motion carried with a roll call vote.

LIBRARY DIRECTOR REPORT

Director Lemmer shared that COVID is currently a primary concern of Library staff who are watching closely to determine if there would be a need to make service changes. She is in

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frequent contact with other library directors who are all discussing their plans in this rapidly changing environment. Ms. Lemmer acknowledged her staff for their innovation, creativity and caring during these challenging times. The Library continues to do good work and receives many positive comments from patrons.

Ms. Lemmer indicated that the Friends of the Library are still not taking donations because of the lack of adequate space for quarantining materials under COVID safety precautions.

Director Lemmer provided a brief capital improvement project update and indicated that they are continuing the momentum from the October 19<sup>th</sup> City Council meeting. She discussed the November 2020 to June 2021 timeline for community engagement and several ideas for communicating with residents. Several trustees offered suggestions for outreach to the community considering the limitations of COVID.

Ms. Lemmer reviewed the *Standards for Illinois Public Libraries; Serving Our Public 4.0* and how the Lake Forest Library was striving to meet each of these core standards. There will be several new objectives presented when the Strategic Plan is updated at the Trustee workshop in January. Director Lemmer indicated a need to develop a succession plan for personnel. She also identified that Access Standards is an area where much work needs to be done to serve our entire community and the Capital Improvement Project is needed to address these core standards. Ms. Lemmer will survey the Trustees about a preferred date in January to schedule the workshop. Trustee Arnsen acknowledged Director Lemmer for doing an amazing job in accomplishing so many of these core standards since her arrival here. Director Lemmer noted that the Trustees and Library Staff have been instrumental in this work.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

No new business.

ADJOURNMENT

Trustee Travers made a motion, seconded by Trustee Grob, to adjourn the meeting at 9:01 p.m. 9 years, motion carried.

Upcoming Meetings:

**Regular Board Meeting: December 8, 2020 7:30 p.m., Remote Access**

/s/JoAnn Desmond (signed electronically due to COVID-19 pandemic)

JoAnn Desmond, Secretary

Minutes approved by the Board on December 8, 2020.