

**LAKE FOREST LIBRARY BOARD OF TRUSTEES**  
**360 East Deerpath Road, Lake Forest, IL 60045**  
**Tuesday, April 13, 2021, 7:30 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 via Microsoft Teams by clicking the following link: [Join Microsoft Teams Meeting](#). Or by calling: +1 872-240-4516. Conference ID: 102 346 427#.

Alternatively, members of the public may email comments to Catherine Lemmer, Library Director, at [clemmer@lakeforestlibrary.org](mailto:clemmer@lakeforestlibrary.org), before **noon** on the date of the meeting and the comments will be entered into the meeting minutes. The minutes of the meeting will be available on the Library's website after they are approved at the next meeting of the Library Board of Trustees. Current and past meeting information is available at: [www.lakeforestlibrary.org/board-meetings](http://www.lakeforestlibrary.org/board-meetings).

### **Agenda**

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

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's website.
3. Board of Trustees Roll Call/Confirmation that can hear the discussion.
4. Opportunity for the Public to Address the Board and correspondence.
5. Call for Additions to the Agenda.
6. Consent Agenda (omnibus vote on matters 6(a) - 6(i))

- a. Approval of the Agenda
  - b. Approval of the March 9, 2021 Meeting Minutes
  - c. Approval of March 2021 Financial Report
  - d. Approval of FY2022 Insurance Proposal
  - e. Approval of Commercial Landscape Management 2021 Proposal
  - f. Approval of FY2022 non-resident card fee
  - g. Approval of FY2022 Board of Trustee Meeting Calendar
  - h. Approval of FY2022 Library Calendar
  - i. Approval of invoice for work related to Capital Improvement Project listening sessions and upcoming City Council meeting
7. President's appointment of members to the Nominating Committee
  8. Technology and Facilities Update
    - a. Fiber, RFID
    - b. Discussion and approval of proposal from The Hill Group regarding the install of ionization filters on the five HVAC systems
  9. April 2021 Library Director report
  10. 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 public body.
  11. Approval of FY2021 and FY2022 library director compensation.
  12. Unfinished Business
  13. New Business
  14. Adjournment

**Upcoming Meeting: Regular Board Meeting, May 11, 2021, 7:30 pm**

Special meetings may be called at any time with proper notice pursuant to the Library's bylaws.

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.

## **PUBLIC COMMENT AT BOARD MEETINGS POLICY**

The Illinois Open Meetings Act provides in Section 2.06 that at meetings of public bodies, “any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body.” 5 ILCS 120/2.06(g).

The Board of Trustees welcomes public participation. This policy provides the following rules and guidelines for public participation at its meetings.

Individuals attending board meetings must conduct themselves with respect and civility toward others. Abusive, profane, threatening, or harassing language and/or personal attacks will not be permitted. The Board President or presiding officer may prohibit further comment at the meeting by a speaker whose remarks violate this rule.

Public comments are permitted during the time designated on the Board of Trustees meeting agenda, unless otherwise directed by the Board President.

The Board President determines the order in which speakers will be recognized.

When recognized by the Board President, the speaker should begin by stating his or her name and address.

Public comments will ordinarily be limited to three (3) minutes per speaker. The Board President shall have discretion to modify this time limit, as well as to limit repetitive comments.

Members of the public will not be allowed to speak a second time until all members of the public who wish to speak have been allowed to do so. The Board President will determine whether second public comments will be permitted, and if so, the appropriate amount of time for public discussion, and will end public comment at his/her discretion.

Board members are not obligated to respond to comments from the public. Issues requiring possible action by the board may be added to a future meeting agenda, and issues that can be addressed by library administration will be noted.

A copy of these guidelines will be placed next to the sign-in sheet made available to members of the public at the entrance to board meetings.

Petitions or written correspondence directed to the board shall be presented to the board by the Board President or Secretary at the next regularly scheduled board meeting.



Minutes are a summary of the board's discussion and actions. Speaker requests to append written statements or correspondence to the minutes are not favored. Generally, written materials presented to the board will be included in the library's files rather than in the minutes. The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in these guidelines.

(Approved January 9, 2018.)

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