

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting (Remote Access) Minutes
7:30 p.m. April 13, 2021

CALL TO ORDER

President Wendy Darling called the meeting to order at 8:09 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 posted on the Library website.

There was a delay in the start of the meeting due to attendance at the last capital improvement project listening session.

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 is present.

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

President Darling thanked all those who participated in the capital improvement project listening sessions, including the final one this evening, and shared that the recordings will be posted on the Library website. President Darling reported that next steps include a resident survey that will be developed in the coming weeks. The Library Director is conducting tours of the building for Aldermen and interested members of the general public. The Board will use the information from the listening sessions and the survey to help determine the scope of the capital improvement project. Once the scope of the project is determined with City Council, the exterior design work will recommence, and the Library will receive assistance from the Historic Preservation Commission.

OPPORTUNITIES FOR THE PUBLIC TO ADDRESS THE BOARD AND CORRESPONDENCE

All correspondence received was included in the Board packet and no one from the public wished to address the Board.

CALL FOR ADDITIONS TO THE AGENDA

None

CONSENT AGENDA

- 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 Liability Insurance proposal as prepared by Hill & Stone
- 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 HGA invoice for work related to the capital improvement project

Trustee Johnson made a motion, seconded by Trustee Lemke, to approve the Consent Agenda as presented. Trustee Arnsen abstained from voting on item 6-I. Motion carried with 9 yeas for items 6-A through 6-H and 8 yeas for item 6-I with a roll call vote.

PRESIDENT'S APPOINTMENT OF MEMBERS OF THE NOMINATING COMMITTEE

The Nominating Committee of Trustees Rose and Travers will serve with President Darling and present a slate at the May or June Board Meeting.

TECHNOLOGY AND FACILITIES UPDATE

Ed Finn provided updates on the technology infrastructure improvements and responded to related Trustee questions. He shared that 438 items were checked out by patrons who used the self-check machine in the March beta test.

The Director of Operations described air purification systems to improve air quality in the Library for a safer environment for patrons and staff. After consulting with several vendors and exploring standalone purification units and Needlepoint Ionization Air Purification Systems, he recommended The Hill Group and the ionization system.

Trustee Desmond made the motion, seconded by Trustee Travers, to approve the proposal from The Hill Group for the installation of ionization filters on the five HVAC systems at a cost of \$36,375.00. 9 yeas, Motion passed on a roll call vote.

LIBRARY DIRECTOR REPORT

In the interest of time, Director Lemmer referred the Trustees to the Board packet where her report provided updates on Services, Administration and Operations, Strategic Initiatives, Performance Metrics through February 28, and March Program Highlights. She shared that Library Staff had a long and positive meeting today with the Friends of the Library about accepting donations. The Library is checking with its lawyer and liability carrier, as well as the City public

safety officer. The Library asked for few weeks' time to move the staff through the second round of vaccinations, have the ionization system installed, and develop the safest way to collect donations in the parking lot. There is another meeting with the Friends scheduled in early May. Director Lemmer explained that they are looking at the feedback received about how the Library is presenting information about the capital improvement project on its website and will make appropriate adjustments. She reported that they are finishing up the Illinois State Grant that is due on Thursday. After the grant is submitted, they will begin work on the survey.

Ms. Lemmer responded to Trustee Johnson's question about staff retirements and turnover. She noted that one employee was leaving to take a management position at a different library and indicated that she views this as an opportunity to reevaluate the needs and positions across the Library.

EXECUTIVE SESSION

Trustee Arnson made a motion, seconded by Trustee Johnson, to move into Executive Session at 8:40 p.m. 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. 9 Ayes; Motion passed on a roll call vote.

MOVE TO OPEN SESSION-ROLL CALL

President Darling called the regular meeting back to order at 9:47 p.m.

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 is present.

LIBRARY DIRECTOR COMPENSATION

Trustee Rose shared that the Board is very appreciative of the Director's performance this past year and in recognition of that, he made the motion to give a 3.5% performance merit raise and a 1.5% progression raise in alignment with peer organizations for a total compensation increase of 5%, a salary increase from \$125,910 to \$132,206 for FY2022, and in recognition of all of the extraordinary efforts to get us through this past year and innumerable challenges, the Board recommended a one-time \$5,000 bonus for FY2021. Trustee Arnson seconded the motion. 9 yeas, Motion passed on a roll call vote.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

No new business.

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ADJOURNMENT

Trustee Johnson made a motion, seconded by Trustee Arnson, to adjourn the meeting at 9:50 p.m. 9 yeas, motion carried on a roll call vote.

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

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

JoAnn Desmond, Secretary

Minutes approved by the Board on May 11, 2021.