

**Lake Forest Library Board of Trustees**  
360 E Deerpath Road, Lake Forest, IL 60045  
Regular Meeting (Remote Access) Minutes  
7:30 p.m. May 11, 2021

CALL TO ORDER

President Wendy Darling called the meeting to order at 7:36 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.

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, Library Director; Ed Finn, Director of Operations

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 April 13, 2021 Meeting Minutes
- C. Approval of May 4, 2021 Special Meeting Minutes
- D. Approval of April 2021 Finance Report

Director Lemmer responded to a question from Trustee Johnson about expenditures that have not yet been billed as of the close of April. Ms. Lemmer indicated that approximately \$250,000 in invoices should come in during the next few weeks that will be expensed to FY2021.

Trustee Arnson made a motion, seconded by Trustee Travers, to approve the Consent Agenda as presented. Motion carried with 9 yeas on a roll call vote.

DISCUSSION OF CAPITAL IMPROVEMENT PROJECT

President Darling made the following statement related to recent changes in the capital improvement project:

*In the spirit of transparency, I wish to provide the Board with an important update regarding the architects working on the Library's Capital Improvement Project (CIP).*

*Victor Pechaty, head architect assigned to our project, has accepted a position with Gensler at their Boston office. Jane Dederling, senior designer on our project, is retiring but is continuing to help us finalize our work in progress.*

*I would like to place on record the Board's gratitude for their partnership over the past three years. Their work to date has created a foundation for restoring, upgrading, and expanding the Library. This includes the following: a condition assessment survey, detailed analysis of the dome and its foundational pedestal, and treatment recommendations in the historic context of the 1931 Edwin Hill Clark building-most notably restoring the front walkway and removing the wings, as part of the design work.*

*The Board will continue to work on the Capital Improvement Project, focusing next on the results and feedback from the community survey. Further to the results of the survey, the Board will proceed to evaluate all available options, including next steps for the Capital Improvement Project, and the appointment of a new lead architect. We are working with the City of Lake Forest to move the project forward.*

President Darling also apprised the Board about a productive meeting she had on May 11, 2021 with Mayor Pandaleon and City Manager Jason Wicha regarding project updates. They discussed what the Board transition might mean for the project and she reiterated the Board's work and readiness on the four options requested by the City. The Mayor requested some additional information regarding the floor plans to enable City Council to better understand proposed changes in square footage, associated costs, and the usage of each space.

Also discussed at the meeting were the ways that the Library was engaging the community, including the telephone survey poll and a community resident survey to enable all residents to provide input. The Mayor also suggested holding a large group event in the Library to discuss the project and get feedback.

## TECHNOLOGY AND FACILITIES UPDATE

### **HVAC, Fiber, Microsoft Teams Phone Transition, RFID**

Ed Finn provided updates on the facilities and technology infrastructure improvements. He shared that the Needlepoint Bipolar ionization units were installed, and the air quality was tested on May 5 and will be retested again in 30 days to assess effectiveness. Also, on May 5 the Fiber internet went live without issue.

Mr. Finn also updated the Board on the Microsoft Teams Phone Transition and the status of the RFID solution interviews where Trustee Johnson is serving as Board representative. Trustee Arnson acknowledged Ed Finn and his staff for all the work they have done this past year, despite Covid, to update, upgrade, and enhance the technology in the Library to better serve the community.

### **Presentation and recommendation by Library Staff regarding resumption of donation collection in the Library parking lot by the Friends of the Library**

Ed Finn presented a Power Point presentation about a Plan for Resuming Donations for the Friends of the Library. Topics presented included Container Location, Use and Ownership; City Traffic Safety Chair Recommendations; Parking Lot and Traffic Flow; Collection, Loose Materials and Quarantine; and Liability Waivers.

Trustee Johnson made the motion, seconded by Trustee Darling, to endorse the recommendation by the Library staff regarding resumption of donation collection in the Library parking lot by the Friends of the Library and thanked Ed for working with the eight people from the Friends to come up with a solution. 9 yeas, Motion passed on a roll call vote.

## LIBRARY DIRECTOR REPORT

Provided in the Board packet, Director Lemmer updated the Board on Library Services, Administration and Operations, Strategic Initiatives, Performance Measures, and April Program Highlights. She also shared that when the staff is looking at trends coming out the year end data, convenience, aspects of the renovation project, and the self-service are three that are most prevalent. People especially like the self-check and Ms. Lemmer credited Trustee Rose for making this service a priority. Although the month has been relatively quiet, Ms. Lemmer stated that they have been busy with tidying up capital improvement details, listening sessions, and working on the telephone poll that launched yesterday. She credited the Library staff for going above and beyond as usual.

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In response to a Trustee question, Ms. Lemmer expanded on the important collaborative relationship between the Library and Lake Forest College, from welcoming students and staff to partnering on programs.

UNFINISHED BUSINESS

Trustee Rose inquired about the Summer Reading Program and Director Lemmer indicated they were ready to go with in person and online programming. She expects a busy summer with students checking out books and earning lots of prizes in the *Reading Colors Your World* program.

NEW BUSINESS

No new business.

ADJOURNMENT

Trustee Travers made a motion, seconded by Trustee Grob, to adjourn the meeting at 8:14 p.m. 9 years, motion carried.

**Upcoming Meeting: Regular Board Meeting, June 8, 2021, 7:30 pm**

**/s/ JoAnn Desmond, Secretary (signed electronically due to Covid-19 Pandemic)**

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JoAnn Desmond, Secretary

Minutes approved by the Board on June 8, 2021.