

Lake Forest Library Board of Trustees
360 E. Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m., June 14, 2022

CALL TO ORDER

President John F. Johnson welcomed all and called the meeting to order at 7:30 p.m. on June 14, 2022.

ROLL CALL

Trustees Present: Germaine Arnson, JoAnn Desmond, Elizabeth Grob, John F. Johnson, Andrea Lemke, Sue Shattock, and Heather Strong.

Absent: Bryan Bertola, Jim Clifton

7 trustees in attendance, a quorum was present.

Staff Present: Catherine Lemmer, Executive Director; Ed Finn, Director of Operations; Kate Buckardt, Head of Adult Services; Sameer Notta, Finance Officer; Lori Rohrer, Head of Children's Library; Tori Sergel, Head of Circulation; Chris Wheeler, Facilities Manager; and Emmy Neal, YA Librarian.

PRESIDENT'S REMARKS

President Johnson introduced Emmy Neal, Young Adult Librarian, who introduced the Presidential Service Awards to two local teens for their outstanding service to the Lake Forest community. Nelli Sandor received the Silver Presidential Service Award for completing 77 service hours. Aiza Mirza received the Bronze Presidential Service Award for completing 51 services hours. Nelli and Aiza are both rising freshmen and recent graduates of Deer Path Middle School. They volunteered at DPM to help with new student orientations and events, in addition to working with organizations across our community like CROYA, Bernie's Book Bank and of course, the Young Adult Advisory Board at the Lake Forest Library. Also, they assisted with the Friends of the Lake Forest Library at their annual Book Sale.

CALL FOR ADDITIONS TO THE AGENDA

No additions to the agenda. Trustee Strong asked that the Microsoft Power BI graphs and charts presented as part of the Strategic Plan Progress Report be discussed.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

CORRESPONDENCE AND INFORMATION REPORT

There was discussion that even though the Library is a public institution and all information is part of the public record, the Library should be cautious in sharing personal contact information.

APPROVAL OF THE CONSENT AGENDA

Consent Agenda (omnibus vote on matters 6(a)-6(e)):

- a. Approval of the June 14, 2022 Agenda;
- b. Approval of May 10, 2022 Regular Meeting Minutes;
- c. Approval of the May 2022 Financial Report; and
- d. Authorize the filing of the FY2022 Illinois Public Library Annual Report (IPLAR).

Trustee Strong requested that the May 10, 2022 Regular Meeting Minutes discussing the Wiss, Janney, Elstner Associates, Inc. (“WJE”) dome repair presentation be shared with Mr. Itle of WJE. President Johnson noted that a recording of the meeting is on the Library’s website and offered to send the minutes to Mr. Itle for review.

Trustee Strong requested that the May 2022 Financial Report, and all financial reports going forward, include details of the Special Projects and Contractual Services line items. President Johnson will ask Sameer Notta, Financial Officer, to include this data in the monthly reports.

Trustee Arnson made a motion, seconded by Trustee Strong, to approve the Consent Agenda except for the May 10, 2022 Regular Meeting Minutes. 7 yeas votes. Motion passed unanimously on a roll call vote.

DISCUSSION AND APPROVAL OF STAFF AND PUBLIC COMPUTER REFRESH

Ed Finn led the discussion of the staff and patron computer refresh. He discussed the options of outright purchasing, continuing a partial lease, or new leasing. An outright purchase allows the Library to move to a 5-year refresh program and is more cost effective. The request includes an additional 10% contingency reserve.

Trustee Desmond asked the purchase includes a maintenance agreement. Mr. Finn responded that there is a 3-year onsite maintenance agreement from the manufacturer that OSG (the Library’s Managed Service Provider) helped the Library to secure. There is an additional 2-year extended warranty with offsite maintenance.

Trustee Shattock asked about the number of patron computers in the Library. Mr. Finn stated that the Library reduced the number of patron computers being replaced due to usage. By tracking usage, the Library can consolidate the computers and put them in most used spaces. He believes that the Library can adjust the number of computers to meet demand, if necessary. There is a continuing decline in the usage of the patron computers. President Johnson asked if the computers are desktop-fixed or portable (laptop) computers. Mr. Finn answered that the patron computers are desktop fixed. Most staff are transitioning to laptop computers.

Mr. Finn stated that the computers should arrive in 2-3 weeks, and then OSG will start removing the old computers and installing the new computers with the goal of completing this project in August.

Trustee Lemke made a motion, seconded by Trustee Arnson, to approve the purchase of new staff and patron computers not to exceed \$133,000. 7 yeas votes. Motion passed unanimously on a roll call vote.

Trustee Strong asked if this purchase should be bid out to get the best possible price from three vendors. Mr. Finn responded that OSG did the competitive pricing across the market and negotiated the purchase at the best price for the equipment that met the Library's specifications.

COMMITTEE REPORTS

Trustee Arnson, representing the Nominating Committee, proposed the following slate of officers for July 1, 2022 through June 30, 2023 term:

President - John Johnson
Vice President - Andrea Lemke
Treasurer - Jim Clifton
Secretary - Sue Shattock

Trustee Arnson made a motion, seconded by Trustee Desmond, to elect John F. Johnson as President for the FY2023 Library Board.

6 yeas votes, Trustee Johnson abstained. The motion carried on a voice vote.

Trustee Arnson made a motion, seconded by Trustee Desmond, to elect Andrea Lemke as Vice President, Jim Clifton as Treasurer, and Sue Shattock as Secretary.

7 yeas votes. Motion passed unanimously on a voice vote.

2021-2023 STRATEGIC PLAN PROGRESS REPORT

President Johnson complimented Joy Schmoll, Head of Communications, on her work of adding photographs and color coding to the 2021 Strategic Plan Progress Report. President Johnson asked each of the Trustees to give their opinion on what the Library has done well and what the Library needs to continue to improve.

Trustee Grob mentioned how well the Library has adapted to the changes during the pandemic and acquired staff that have succeeded in reshaping the Library with their ideas and tasks. She noted the inclusion of metrics to measure the success of the Library.

Trustee Arnson mentioned the evolution of the Strategic Plan, that in the future, Board Trustees should keep these goals in mind when making decisions and to continue working on connecting to our community. Her recommendation to the Trustees is that the building is important, but what happens inside the building is more important.

Trustee Desmond stated that the building is a tool to deliver programs to the community, but we need to address the limitations of the building. The Board should refocus on serving the west side of Lake Forest, and that the user experience in this building is the highest priority.

Trustee Lemke would like the Board to focus on services to the west side of Lake Forest, address the ADA compliance issues facing the building, and continue to improve the functionality of the building with the result of allowing anyone easy access to the building.

Trustee Shattock commented on the amazing number of successful programs that the library presents. Noting the clever use of the lobby for programs, she would like the Board to consider how to repurpose or transform the space in the building to increase public access and functionality for the staff.

Director Lemmer complimented the Library's tremendous team on their resourcefulness, enthusiasm, and their ability to multitask. She is hopeful that the team will soon increase in number given the new positions open at the Library (Director of Patron Services, Makerspace & Technology Coordinator, Facilities Manager, Assistant Facilities Manager).

Trustee Strong thought that the Strategic Plan Progress Report was easy to read but should include the Library's mission statement and more current photographs within the report. The idea of the Library building becoming ADA compliant in the future should be done in a holistic manner with the goal of improving the site for the entire population.

President Johnson wants the Board to consider how to make patron services "easy" based on the individual's need of assistance. This would include assisting in the learning of new technology, interacting with residents at the many special events, or gathering for book club discussions either in-person or virtually. Going forward, President Johnson wants to ask the community what they would like from the Library, including new ideas for us to try.

President Johnson introduced the Program Reporting Dashboard as an appendix to the 2021-2023 Strategic Plan Report. The impetus for development of these reports is to visualize trends of the Library, especially when comparing data from pre-COVID to present. Much of the data is captured from the Operations Report that the Board receives monthly. Mr. Finn provided a brief overview of the charts. Director Lemmer defined the vocabulary used in the charts. It was suggested that the Board receive a tutorial to understand and use the Dashboard.

LIBRARY OPERATIONS REPORT

President Johnson highlighted the After Hours event of Paul Bergmann's presentation on *The Architecture of Stanley D. Anderson*. Also, he congratulated the Friends of Lake Forest Library on their successful Children's Book Sale. President Johnson informed the Board of the progress being made to repair the air conditioning unit.

PRESIDENT'S REMARKS

President Johnson presented a Lake Forest Library Resolution to Trustee Arnson and Trustee Grob for their completion of six years on the Library Board. He made kind comments about their service and thanked them for their outstanding service as Lake Forest Library Trustees from 2016-2022.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

Trustee Desmond made a motion, seconded by Trustee Shattock, to adjourn the meeting. President Johnson adjourned the meeting with unanimous voice vote at 9:06 p.m.

Upcoming Meeting: Regular Board Meeting, July 12, 2022

/s/ Elizabeth Grob

Elizabeth Grob, Secretary

Minutes approved by the Board on July 12, 2022.