

**LAKE FOREST LIBRARY BOARD OF TRUSTEES**  
360 East Deerpath Road, Lake Forest, IL 60045  
Regular Meeting Minutes  
7:30 p.m., July 12, 2022

CALL TO ORDER

President John Johnson welcomed all and called the meeting to order on Tuesday, July 12, 2022, at 7:30 p.m. in the Kasian Room, Lake Forest Library.

ROLL CALL

Trustees present: Bryan Bertola, Jim Clifton, JoAnn Desmond, John F. Johnson, Sue Shattock, and Heather Strong.

Six Trustees in attendance; a quorum was present.

Library Staff present: Catherine Lemmer, Executive Director, Ed Finn, Director of Operations, and Sameer Notta, Finance Officer.

PRESIDENT'S REMARKS

President Johnson recognized our colleagues at the Highland Park and Highwood Public Libraries for their work after the July 4 tragedy.

CALL FOR ADDITIONS TO THE AGENDA

None.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

CORRESPONDENCE AND INFORMATION REPORT

No comments.

APPROVAL OF THE CONSENT AGENDA

After discussion, Trustee Desmond made a motion, seconded by Trustee Strong, to approve the Consent Agenda:

- a. Approval of the July 12, 2022 Agenda
- b. Approval of the May 10, 2022 Amended Regular Meeting Minutes
- c. Approval of the June 14, 2022 Regular Meeting Minutes
- d. Approval of the June 2022 Financial Report

Five yea votes, Trustee Bertola abstained, there were no nay votes. Motion passed with a roll call vote.

### COMMITTEE REPORTS

President Johnson asked Trustee Bertola, Chair of the Building Committee, to update the board on the dome repair and restoration project and the recommendation to approve the amendment to the December 15, 2021 AIA (Standard Abbreviated Form of Agreement between Owner and Architect). The amendment provides for \$29,500 for Wiss, Janney, Elstner Associates, Inc. to prepare the construction and bid documents. At the conclusion of the discussion, Trustee Desmond made a motion, seconded by Trustee Shattock, to approve the amendment and to authorize President Johnson to sign the amendment on behalf of the Library. The motion passed unanimously on a roll call vote. 6 yea votes.

### LIBRARY OPERATIONS REPORT

There was discussion about the system cooling failures this summer, and concerns about similar issues arising this winter when the heating system is turned on for the first time this fall. The cooling system is now operating and will be fine for the remainder of the hot weather season. Trustee Strong urged a holistic look at all systems by an MEP (Mechanical, Electrical, Plumbing) specialist. Trustees agreed to start with Hill Mechanical as they have done the repairs for the last two years, know the systems intimately, and may have this expertise under the existing contract. The Building Committee and Library management agreed to meet with Hill and determine the best course of action, which may also mean hiring an outside MEP for an assessment, cost unknown.

### EXECUTIVE SESSION

President Johnson called for a motion to move into Executive Session pursuant to 5 ILCS 120/2(21) to review the minutes of the Executive Sessions held on June 8, 2021, February 8, 2021, and May 10, 2022. Trustee Shattock, made a motion, seconded by Trustee Desmond, to move into Executive Session. The motion passed unanimously on a voice vote with 6 yea votes. The regular session adjourned at 8:18 p.m.

### RETURN FROM EXECUTIVE SESSION

President Johnson re-opened the regular session of the meeting at 8:30 p.m. and asked the Secretary to take the roll. Trustees present: Bryan Bertola, Jim Clifton, JoAnn Desmond, John F. Johnson, Sue Shattock, and Heather Strong. 6 Trustees in attendance; a quorum was present.

President Johnson asked for a motion to:

- To approve the Executive Session minutes of the June 8, 2021, February 8, 2022, and May 10, 2022 Executive Sessions.
- To open the June 8, 2021, February 8, 2022, and May 10, 2022 Executive Session meeting minutes as the Board finds there is no need for confidentiality.
- To destroy the audio recordings of the Executive Sessions held on June 8, 2021, February 8, 2022, and May 10, 2022, as the Library Board finds the minutes are sufficient to permit the destruction of the audio recordings on the first day of the 19<sup>th</sup> month following the date of the meeting.

Trustee Desmond made a motion, seconded by Trustee Shattock, as stated above. The motion passed unanimously on voice vote. 6 yea votes.

### UNFINISHED BUSINESS

None.

Lake Forest Library Board of Trustees  
Regular Meeting Minutes  
July 12, 2022

NEW BUSINESS

None.

ADJOURNMENT

Trustee Desmond made a motion, seconded by Trustee Bertola. The motion passed unanimously on a voice vote with 6 yea votes. The meeting was adjourned at 8:32 p.m.



---

Sue Shattock, Secretary

Minutes approved by the Board on September 13, 2022.