

**Lake Forest Library Board of Trustees**  
**360 East Deerpath Road, Lake Forest, Illinois 60045**  
**Tuesday, March 14, 2023**  
**Regular Meeting**

**CALL TO ORDER**

President John Johnson welcomed and called the meeting to order on Tuesday, March 23, 2023 at 7:05 p.m. in the Kasian Room, Lake Forest Library. President Johnson asked Trustee Jackson to serve as Secretary and record the minutes of the meeting.

**ROLL CALL**

Trustees present: Bryan Bertola, JoAnn Desmond, Josh Jackson, Andrea Lemke, John F. Johnson, Bob Shaw, and Heather Strong. Eight Trustees in attendance; a quorum was present.

**President's Remarks**

President Johnson welcomed all in attendance and apologized for the late start the meeting on account of matters being conducted in closed session.

**Call for Additions to the Agenda**

None.

**Opportunity for the public to address the board**

None.

**Correspondence and Information Report**

No additional comments.

**Approval of Consent Agenda**

Trustee Lemke made a motion, seconded by Trustee Desmond, to approve the Consent Agenda (omnibus vote on matters 7(a) – 7(d):

- a. Approval of the November 8, 2022 Agenda
- b. Approval of eh October 11, 2022 Regular Meeting Minutes
- c. Approval of the October 2022 Financial Report
- d. Acknowledge and accept receipt of FY Annual Audit Report from Baker & Tilly

The motion passed unanimously on a roll call vote.

**COMMITTEES**

**Finance Committee**

Trustee Clifton provided overview of reports. Trustees Strong and Desmond asked questions about the draft budget. Interim Director Seleb discussed the expense of the mural restoration, and it was discussed that the Friends of the Lake Forest Library are expected to reimburse that cost.

**Building Committee**

Trustee Bertola provided an update on the dome project, including procedures to ensure the dome is watertight. Also discussed filming progress with drones.

### **Search Committee**

Trustee Desmond provided an update on the search for a new Executive Director and reported that the search was in progress.

### **Long Range Strategy Continuing Discussion**

Trustee Shaw presented on the topic of long-range planning. In conducting long range planning, the Trustees are seeking community feedback. Trustee Shaw discussed the potential need for a study on space planning, and that a consultant may be used. Trustee Shaw suggested forming a committee on Long Range Planning. President Johnson indicated that this topic would be discussed further in the future.

### **Settlement Agreement Regarding Parking Spaces**

Trustee Jackson discussed that the Library's attorney, Mark Ritzman, had provided advice on these matters, and that it was recommended that matters be discussed in closed session under 5 ILCS 120/2(c)(ii).

### **Library Fee – Non-resident**

Trustee Desmond moved, and Trustee Strong seconded a motion to approve the non-resident Library Card Resolution and Fee Determination; the motion passed unanimously on a roll call vote.

### **Library Foundation MOU**

Trustee Jackson reported on the Memorandum of Understanding between the Library and the Lake Forest Library Foundation and recommended that President Johnson execute the MOU. There was a discussion where Trustee Desmond asked about the Library's rights to the funds and Trustee Strong inquired about financial reporting. President Johnson thanked the Foundation for its contributions to, and support of, the Library.

Trustee Shaw made a motion, seconded by Trustee Lemke, for President Johnson to execute the MOU with the Library Foundation. Trustees Bertola, Clifton, Desmond, Jackson, Johnson, Lemke, and Shaw voted in favor of the Motion. Trustee Strong abstained from voting on the motion. The motion passes.

### **Authorize bid for return boiler pump assembly replacement**

Facilities Manager Jim Lee provided an overview of the needs for the boiler system. Trustees inquired about budgeting for the boiler, longevity, etc.

Trustee Desmond made a Motion, seconded by Trustee Shaw, to authorize bid for return boiler pump assembly replacement. The motion passed unanimously.

### **Authorization for Board President to Execute Contract**

Mr. Lee provided additional comments regarding the HVAC steam boiler and indicated that there is variability in the heating in the Library. There is a one-year warranty for the boiler. Trustees

asked questions about servicing, and Mr. Lee indicated that the Library has a regular service schedule for the boiler.

Trustee Desmond made a Motion, seconded by Trustee Jackson, to authorize President Johnson to execute a contract for the replacement of the Library's boiler under the Emergency Provision; the Motion passed unanimously.

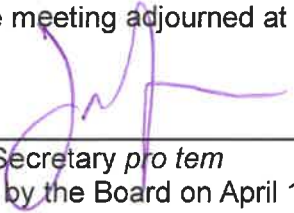
**Unfinished Business**

None.

**New Business**

None.

Trustee Desmond moved to close the meeting, and on a voice recorded vote, the motion passed unanimously. The meeting adjourned at 8:35 p.m.



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Joshua Jackson, Secretary *pro tem*  
Minutes approved by the Board on April 11, 2023