

**LAKE FOREST LIBRARY BOARD OF TRUSTEES**  
360 East Deerpath Road, Lake Forest, IL 60045  
Tuesday, July 11, 2023  
Regular Meeting

CALL TO ORDER

President Jim Clifton welcomed all and called the meeting to order on July 11, 2023, at 6:30 p.m. in the Kasian Room, Lake Forest Library.

ROLL CALL

Trustees present: Jim Clifton, JoAnn Desmond, Josh Jackson, John F. Johnson, Sue Shattock, Bob Shaw, Heather Strong. Eight Trustees in attendance; a quorum was present.

Trustees absent: Bryan Bertola and Emily Van Bel

Library Staff present: Ishwar Laxminarayan, Executive Director, Heidi Krueger, Director of Patron Services, Joy Schmoll, Head of Communications, Jim Lee, Facilities Manager, Lori Rohrer, Head of Youth Services, and Bledian Ajroja, Assistant Facilities Manager.

PRESIDENT'S REMARKS

President Clifton started his term tonight, and reviewed the new slate of officers alongside him: Vice President JoAnn Desmond, Treasurer John F. Johnson and Secretary Sue Shattock. President Clifton shared his view of the role of Trustees which include policy development as they relate to patrons and staff, strategic planning (currently underway), working with staff, budgeting, hiring the Director (just completed), advocacy in the community, and legal and ethical oversight.

President Clifton shared the video of the 125<sup>th</sup> Anniversary celebration and noted that 756 attended.

CALL FOR ADDITIONS TO THE AGENDA

None.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

CORRESPONDENCE REPORT AND PATRON COMMENTS

Discussion centered around the success of the 125<sup>th</sup> Anniversary celebration, and the positive feedback Trustees heard at the event from patrons of all ages. It's clear from the attendees and comments the Library is treasured in the community and the staff was thanked accordingly.

APPROVAL OF THE CONSENT AGENDA

Trustee Desmond made a motion, seconded by Trustee Johnson, to approve the Consent Agenda (omnibus vote of matters 7(a)-7(d) with one revision: Paul Bergmann's name was spelled incorrectly.

## COMMITTEE REPORTS

### BUILDING COMMITTEE

Jim Lee shared the presentation given by the Contractor Larry Marshall at the public building committee meeting on June 21. The project is 90% complete although scaffolding is still needed for the limestone cleaning which requires a special solution. The Board asked about ongoing maintenance and learned the masonry contractor will annually inspect and treat where necessary. One challenge to be solved is gutter cleaning; available equipment can reach the height needed but not across the width of the structure. The good news is that during the latest storm the gutters directed the water off the dome even without the downspouts.

An update for the City Council is scheduled for Tuesday, September 5, 2023 (a change from Monday, August 7, 2023)

### DVD2GO Vending Machine at Lake Forest west train station

This machine is dated and not heavily used but we are several months into the existing service contract so will not be able to cancel or renegotiate (\$4200 annually). Heidi Kruger shared that new self-serve machines exist that the Library could buy outright and can offer a variety of items beyond DVDs which can be put on hold, picked up at the unit and returned there when due. The unit can also be wrapped for marketing messages. The Board agreed this should be considered once we conclude the existing contract, and also explore other locations such as Lake Forest Place and the hospital.

### LIBRARY OPERATIONS REPORT

Director Laxminarayan shared highlights from the IL Public Library Annual Report. He also pointed out some key statistics compared to 2022 which indicate usage has changed. About 30% of residents have a library card, down from 50%, which makes efforts to increase library card penetration a priority. Unexpired cards don't reflect actual users however, since often parents use one card for multiple family members. Meanwhile, program attendance is up 33% which may indicate interest in activities over borrowings, and indeed, total materials loaned are down 15%, with declines seen across every demographic.

Director Laxminarayan confirmed the staff will compare key statistics with other libraries and clearly this information will be useful as we develop the strategic plan. Overall, the Director believes the Library of the future must address changing requirements for space, collections, programs and overall experience. A key component will be engaging non-users.

### FRIENDS OF LAKE FOREST LIBRARY

Trustee Desmond attended the most recent Friends meeting and announced the group had awarded three \$2K scholarships in May. The June Childrens' Book Sale earned \$8K. The

Friends approved \$55K in grants for Library programs and projects in FY2024, and up to \$250K for mural repair, restoration and cleaning.

### UNFINISHED BUSINESS

None

### NEW BUSINESS

Trustees debated the need to have a meeting in August. It was unanimously decided to cancel the August 8, 2023 meeting.

ADJOURNMENT

Trustee Desmond made a motion, seconded by Trustee Johnson, to adjourn. The motion passed unanimously on a voice vote. The meeting was adjourned at 8:00p.m.

A handwritten signature in cursive script, appearing to read "Sue Shattock", is written over a horizontal line.

Sue Shattock, Secretary

Minutes approved by the Board on September 12, 2023