

LAKE FOREST LIBRARY BOARD OF TRUSTEES
Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045
Kasian Room, Lower Level
Tuesday, February 13, 2024, 6:30 pm
Regular Meeting

The Lake Forest Library provides members of the public present at the meetings with an opportunity to participate in the meeting. No prior registration is necessary. The meeting agenda and materials are available on the Library website. The meeting's minutes are available on the Library website after they are approved by the Library Board of Trustees. Current and past meeting information, including recordings, is available at: [Board Meetings & Minutes | Lake Forest Library](#)

Agenda

1. Welcome and Call to Order
2. Roll Call
3. New Trustee Welcome – Vincent Sparrow
4. President's Remarks
5. Call for Additions to the Agenda
6. Opportunity for the Public to Address the Board
7. Correspondence Report and Patron Comments
8. Consent Agenda (omnibus vote on matters 8(a) - 8(e)):
 - a. Approve February 13, 2024 Agenda
 - b. Approve December 12, 2023 Regular Meeting Minutes
 - c. Approve December 2023 Financial Report
 - d. Approve January 2024 Financial Report
 - e. Approve January 9, 2024 Finance Committee Meeting Minutes
9. Library Statistical Snapshot presentation – Heidi Krueger, Director of Patron Services
10. Illinois Public Library Per Capita Grant Application FY 2024 – **ACTION**
11. Long Range Planning: Draft Strategic Plan – 1st review
12. Finance Committee:
 - a. Completed and Proposed Capital Projects Presentation
13. Building Committee:
 - a. 2024 Building Projects - Discussion
 - b. Elevator Replacement - Discussion
 - c. RFP for Return Boiler Pump Assembly and Condensate Pump Replacement
- **ACTION**
 - d. RFP for HVAC Controls and Building Automation System - **ACTION**
14. Library Holidays and Closures List for 2024 - **ACTION**
15. Library Operations Report
16. Executive Director absence – Delegation of Authority – **ACTION**
17. Board Meeting Dates for March 2024 and April 2024 - **ACTION**
18. Unfinished Business
19. New Business
20. Adjournment

PUBLIC COMMENT AT BOARD MEETINGS POLICY

The Illinois Open Meetings Act provides in Section 2.06 that at meetings of public bodies, “any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body.” 5 ILCS 120/2.06(g).

The Board of Trustees welcomes public participation. This policy provides the following rules and guidelines for public participation at its meetings.

Individuals attending board meetings must conduct themselves with respect and civility toward others. Abusive, profane, threatening, or harassing language and/or personal attacks will not be permitted. The Board President or presiding officer may prohibit further comment at the meeting by a speaker whose remarks violate this rule.

Public comments are permitted during the time designated on the Board of Trustees meeting agenda, unless otherwise directed by the Board President.

The Board President determines the order in which speakers will be recognized.

When recognized by the Board President, the speaker should begin by stating his or her name and address.

Public comments will ordinarily be limited to three (3) minutes per speaker. The Board President shall have discretion to modify this time limit, as well as to limit repetitive comments.

Members of the public will not be allowed to speak a second time until all members of the public who wish to speak have been allowed to do so. The Board President will determine whether second public comments will be permitted, and if so, the appropriate amount of time for public discussion, and will end public comment at his/her discretion.

Board members are not obligated to respond to comments from the public. Issues requiring possible action by the board may be added to a future meeting agenda, and issues that can be addressed by library administration will be noted.

A copy of these guidelines will be placed next to the sign-in sheet made available to members of the public at the entrance to board meetings.

Petitions or written correspondence directed to the board shall be presented to the board by the Board President or Secretary at the next regularly scheduled board meeting.

Minutes are a summary of the board’s discussion and actions. Speaker requests to append written statements or correspondence to the minutes are not favored. Generally, written materials presented to the board will be included in the library’s files rather than in the minutes. The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in these guidelines.

(Approved by the Library Board of Trustees January 9, 2018.)