

## **LAKE FOREST LIBRARY BOARD OF TRUSTEES**

360 East Deerpath Road, Lake Forest, IL 60045

Tuesday, December 12, 2023 - **REVISED**

Regular Meeting

### CALL TO ORDER

President Jim Clifton welcomed all and called the meeting to order on December 12, 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, Bob Shaw, Sue Shattock, Heather Strong. Seven Trustees in attendance; a quorum was present.

Trustee absent: Emily Van Bel

Library Staff present: Ishwar Laxminarayan, Executive Director, Heidi Krueger, Director of Patron Services, Jim Lee, Facilities Manager, Bledian Ajroja, Assistant Facilities Manager, Sameer Nota, Finance Officer, Lorie Rohrer, Head of Youth Services, Kate Buckardt, Head of Adult Services, Choosri Goebel, Asst Head of Circulation, Joy Schmoll, Head of Communications.

### OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

### CALL FOR ADDITIONS TO THE AGENDA

None.

### PRESIDENT'S REMARKS

President Clifton noted that this will be the last meeting of the year, and there is much to cover. The new Trustee will be appointed by the City Council at their January meeting.

### RETIREMENT OF KATHY WELLINGTON

Lorie Rohr celebrated Kathy Wellington's 25 years of service to the Children's Library by reminding the Board of the numerous programs she initiated and managed over the years that have made a real impact on children in our community. These include most recently, Girls Who Code which is a national program she brought to the Library, and then added Boys Who Code funded by a grant from the Friends of Lake Forest Library. Those popular programs were preceded by Escape Boxes which the kids love (solve puzzles to open the boxes and earn the prize inside), Story Walk which encourages families to read together outside, as well as Musical Storytime and the extremely popular American Girls Tea Party. She also started the DIY Book Club that provides books and discussion guides for those who want to start their own club. The list is too numerous to include in entirety here, and Kathy will be missed. These programs are her legacy and the Library is grateful for her contributions.

### ILLINOIS LIBRARY ASSOCIATION LEGISLATIVE MEETING

Trustee Johnson attended the above annual meeting which focused on libraries in the northern suburbs. Elected officials came from every district (Senators Duckworth and Durbin, Representatives Morgan and Schneider), and ED Laxminarayan assembled a table to include Highland Park, Deerfield, and Waukegan libraries. Among the issues discussed were fully funding state grants to libraries (the Library is a recipient), raising the threshold for competitive bids which eases the burden on libraries to make independent decisions quickly, the cost of electronic materials relative to the public (discussed at the November meeting), and other issues important to the Library. Representatives from local libraries were very appreciative of Director Laxminarayan's informal efforts to get to know them and visit their institutions. The Highland Park Library will be undertaking expansion and rearrangement of their space which could be quite useful to our efforts. Director Laxminarayan noted that every month there is a formal meeting of the Northshore Library Directors that he attends.

### STAFF PRESENTATION: BEHIND THE SCENES: INTERLIBRARY LOAN OPERATIONS – JEANNIE KENNEDY

Jeannie Kennedy is in charge of getting books requested by our patrons from other libraries as needed, and vice-versa. Every Monday Library staffers look at holds and if there is heavy demand for a particular title in which case we may elect to purchase the book(s) and add it to our collection. The Library's consortium includes 30 libraries, and there is discussion about joining a state-wide system which would increase it to 80 libraries. The Library is able to obtain books from other states as well as the Library of Congress. We are presently a net lender, meaning for every book we obtain we send out 2 to other libraries. Most of our requests come from the Palatine, Highland Park and Evanston libraries.

### APPROVAL OF THE CONSENT AGENDA

Trustee Desmond made a motion, seconded by Trustee Johnson, to approve the Consent Agenda (omnibus vote of matters 8(a)-8(c))

- a. Approve December 12, 2023 Agenda
- b. Approve November 14, 2023 Regular Meeting Minutes
- c. Approve November 2023 Financial Report

### PAID LEAVE FOR ALL WORKERS ACT

The State of IL has passed the above act mandating state employers offer all employees paid time off for any reason. The deadline to comply is January 1. The Library already offers paid leave in excess of what the Act requires for two types of leave, vacations and sick days. In addition, to conform with the Act, the probationary period for new employees will be reduced from 6 months to 90 days. There has been no change in days earned for either full-time or part-time employees. Library staff reviewed the Employee Handbook and made minor revisions, such as eliminating the Temporary Worker title since we have none. Director Laxminarayan noted that the Handbook has not been reviewed in 5 years, so will undergo a review and overhaul as necessary Q1 next year through outsourced HR.

Trustee Jackson made a motion, seconded by Trustee Johnson, to approve changes to the Employee Handbook to meet the State's January 1 deadline.

#### BUILDING COMMITTEE: NIKOLAI REMISOFF MURALS RESTORATION RFP

After reviewing bids and conducting interviews among four firms for this project, the Building Committee unanimously recommended Parma Conservation for the job. Parma has the most large mural restoration experience, and the team who will do the repairs has been restoring pieces together for 18 years. They spent the most time examining each panel before sending their bid, and while not the lowest they were the only provider to include a "not to exceed" clause in their bid. Given that this project will be funded by a gift from the Friends of Lake Forest Library but the Library will be making the actual payments to Parma, the contract will need to be reviewed by Library Counsel which Director Laxminarayan will handle.

Trustee Jackson made a motion, seconded by Trustee Desmond to authorize the Library to award the mural restoration to Parma Conservation, funded by a gift from the Friends of Lake Forest Library, for a cost of \$230-\$266K, not to exceed \$266K. This authorization is subject to a legal opinion from Library Counsel addressing issues raised by the Board.

#### LIBRARY OPERATIONS REPORT

Trustee Johnson suggested that the monthly service statistics (visits, items circulated programs attended, reference questions answered, etc) be compared on an annual as well as monthly basis, as these longer-term trends will be useful insights for our strategic plan.

#### WINTER BOARD MEETING SCHEDULE

The Board agreed a January meeting would not be necessary. The next meeting will be February 13, 2024. As part of that meeting, the staff will share updates for the Per Capita Grant application, which is being completed now. Trustee Johnson mentioned that the Finance Committee will meet in January in preparation for next year's budget and will announce that meeting to the Board and public shortly.

#### UNFINISHED BUSINESS

None.

#### SERVING OUR PUBLIC: STANDARDS FOR IL PUBLIC LIBRARIES

As previously stated, staff is presently completing this document as part of its Grant application and will share updates in the February meeting. In the meantime, as there was discussion in the previous Board meeting as to whether the Library has adequate staff for current and future operations, Director Laxminarayan shared that using the state standards in the above document (Appendix E pgs. 53 and 55), the Library's full-time employee staff falls between the Established and Advanced standards recommended by the state for our population. The same is true of our hours of service. As part of the long-term planning, the Library will need to determine whether remaining at these levels/hours are sufficient for some of the ideas we have to evolve the Library in the future.

Lake Forest Library Board of Trustees  
Regular Meeting Minutes **REVISED**  
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NEW BUSINESS

None.

ADJOURNMENT

Trustee Desmond made a motion, seconded by Trustee Shattock, to adjourn. The motion passed unanimously on a voice vote. The meeting was adjourned at 8:30pm.



Sue Shattock, Secretary

Minutes submitted for approval by the Board on February 13, 2024

Next meeting: February 13, 2024