

LAKE FOREST LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, January 14, 2014

MINUTES

Present: President Dettling; Trustees Block, Bryant, Casper, Champ, Gibson, Westropp; Youth Liaison, Miranda Dunne; Administrative Librarian Grabbe.

Absent: Trustees Marcusson and Napier; Administrative Assistant Grasmick.

President Dettling called the meeting to order at 7:30 p.m.

There were no changes or corrections to the minutes of the November 12 meeting. Trustee Block moved to accept the minutes of November 12, 2013. Trustee Bryant seconded. Motion carried.

Administrative Librarian's Report:

Maintenance: The Media Lab work is behind schedule. The contract will be presented to the board for approval.

There was a small fire in the library staff room on November 25th. The fire department was called. The fire was caused by a small light bulb overheating. Don, the custodian, stayed overnight as precaution.

The library was closed on January 2 and 6th due to the weather.

The library will be closed on Friday, April 11th for a water valve replacement. The water for the building must shut off for the entire day. The board approved the closure date.

Miscellaneous:

The ILA Legislative Breakfast is Monday, 2/17/14, President's Day, at the Arboretum Club on Route 22 and Buffalo Grove Road. It starts at 7:45 am and is over by 10:30 am. All board members were invited to attend and asked to notify Kaye if interested in attending.

Committee Reports:

Services: No report.

Long Range Plan: No report.

Finance: No report.

The committee will hold a meeting on 2/11/14 prior to our next regular meeting at 6:30 pm. Kaye passed out a copy of the Financial Statements for 2013 prepared by McGladrey consulting firm to all the trustees.

RAILS: There is a pilot study of delivery.

Friends: Trustee Champ reported a cookbook sale on February 7th at Sunset Foods from 9-6 p.m. The Friends Partner with Art had 75 in attendance. There is a board meeting on January 25th.

Old Business: None

New Business: The contract bid for Media Lab improvements submitted by “FBG” Corporation is \$156,514. There may be a reduced cost if extra air conditioning is not required.

Trustee Westropp moved to accept the contract bid of \$156,514. Trustee Block seconded. Motion carried.

The next Board meeting will be Tuesday, February 11, 2014.

Opportunity for the public to address the Board: No one addressed the Board.

Trustee Gibson moved and Trustee Champ seconded a motion to adjourn. Motion carried.

There being no further business, the meeting was adjourned at 8:04 p.m.

Respectfully submitted,

Maria Westropp, Secretary

LAKE FOREST LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, February 11, 2014

MINUTES

Present: President Dettling; Trustees Casper, Champ, Gibson, Marcusson, Napier, and Westropp; Miranda Dunne, Youth Liaison; Administrative Librarian Grabbe; and Administrative Assistant Grasmick.

Absent: Trustees Block and Bryant.

President Dettling called the meeting to order at 7:31 p.m.

Trustee Gibson moved to accept the minutes of January 14, 2014. Trustee Casper seconded. Motion carried.

Librarian's Report:

Maintenance: We had a fire in the staff room at approximately 9:15 p.m. on January 14th. A light bulb blew and caught fire in an overhead fixture. It fell onto an upholstered chair and the chair began to burn. A section of carpet under the chair was also burned. The sprinkler system was activated and put out the fire. The fire department came and helped suck up some of the sprinkler water, but some water flowed into the Children's Department. Part of a wall and about 500 nonfiction books were damaged by the water (they tend to be less expensive and have a shorter shelf life than fiction titles). We have a \$15,000 insurance deductible and it's looking like restoration costs will be less than that. It took two days to dry up the water. All new light fixtures were installed in the staff room. Some ceiling tiles had to be replaced and the carpet will be replaced.

The media lab project has been delayed due to permit applications and prior job commitments. We are still looking to complete the project by the end of March.

Services: Approximately 200 books have been removed from our locked cases. Some of the titles are not appropriate for a public library collection due to special requirements such as security, plus light, humidity, and temperature control. Previously some of our rare and/or expensive titles were placed at Lake Forest College for storage. We will offer this latest batch of titles to the

college first, then the library at Chicago Botanic Garden, and then the Lake Forest-Lake Bluff Historical Society. Any remaining titles will be given to the Friends.

The library and the Preservation Foundation are offering a presentation titled: *Edwin Hill Clark: Master of Architectural Character*. The program will be held on March 9 from 2:00 – 3:00 p.m. in the library's Children's Activity Room. Detailed information can be found at www.lfpf.org.

On February 7th we had a visit from 16 staff members of Sycamore Library. They chose to visit because of our 4-star rating from Library Journal. They also visited the Elmhurst and Northbrook libraries.

Miscellaneous: The December financials and November and December statistics were distributed.

Mrs. Grabbe will attend a Chamber update on February 18th. The city managers of Lake Forest and Lake Bluff will be speaking.

On February 21st Mrs. Grabbe will attend a meeting at Chicago Public Library about the NEXT Library Conference to be held in June 2014. It is an international conference promoting innovation in libraries. CPL received a Gates Foundation grant to develop a new model for future library services.

We received notice that we have been approved for a Per Capita Grant of \$24,218.75.

Committee Reports:

Services: No report.

Long Range Planning: No report.

Finance: A meeting was held prior to tonight's board meeting to discuss the FY15 budget. The proposed budget will be mailed in the March board packet for discussion and vote at the March meeting.

The committee also reviewed the long range financial plan. A copy will be distributed in the March board packet.

Trustee Gibson noted that we are about two-thirds of the way through the budget year. Capital Expenditures are high, but will be reduced by Friends

reimbursements.

RAILS: The Library Legislative Breakfast is on Monday, February 17, from 7:45 - 10:30 a.m. President Dettling and Mrs. Grabbe will attend.

There is a push to have uniform loan periods for ILL items throughout the state. This would create extra work for us because ILL loan periods differ from in-house loan periods and would thus need to be entered manually. We send out approximately 2.5 times as many ILL items as we receive.

Friends: Lots of donations are coming in.

The Cookbook Sale was held from 9:00 a.m. to 6:00 p.m. on February 7 & 8 at Sunset Foods in Lake Forest. The sale did less business than last year, but the weather on Saturday was awful.

Into the Beautiful North by Luis Alberto Urrea will be the Lake Forest Reads: Ragdale title for 2014. Mr. Urrea teaches at UIC and lives in Naperville. An October program is being scheduled.

Old Business: None.

New Business: The next meeting will be held at 7:30 p.m. on Tuesday, March 11, 2014.

Opportunity for the public to address the Board: No one addressed the Board.

Trustee Napier moved that the meeting be adjourned; Trustee Gibson seconded. Motion carried.

There being no further business, the meeting was adjourned at 8:02 p.m.

Respectfully submitted,

Maria Westropp
Secretary

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
MEETING**

Tuesday, March 11, 2014

MINUTES

Present: Trustees Block, Bryant, Casper, Champ, Gibson, Napier, and Westropp; Administrative Librarian Grabbe; and Administrative Assistant Grasmick.

Absent: President Dettling; Trustee Marcusson; Miranda Dunne, Youth Liaison.

Vice-President Champ called the meeting to order at 7:31 p.m.

There were no changes or corrections to the minutes of the February 11 meeting.

Trustee Gibson moved to accept the minutes of February 11, 2014. Trustee Bryant seconded. Motion carried.

Administrative Librarian's Report:

Maintenance: The media lab project is behind schedule by about one week—should be completed sometime in April.

Services: Patrons may now request the purchase of materials by completing an online request form via a link on our website.

The library cosponsored a program with the Lake Forest Preservation Foundation on Sunday, March 9th. The program was titled *Edwin Hill Clark: Master of Architectural Character*. Over 90 people attended. The program was recorded by Lake Forest TV. We will receive a copy on DVD, it will play on monitors at the train station, and is available for viewing on the City's YouTube channel.

Miscellaneous: We received a \$30,000 donation as a bequest from the Hugh Johnston Hubbard Trust.

January statistics were distributed.

Trustees were reminded to complete their Statement of Economic Interest forms. The forms can also be submitted online.

Committee Reports:

Services: No report.

Long Range Planning: No report.

Finance: Trustee Gibson stated that we are 75% through our budget year. Gifts are high due to \$30,000 donation.

The FY15 budget was discussed. The Finance Committee recommends approval of the FY2015 budget.

The purchase of a library vehicle was discussed. Due to increased delivery/pickup of library materials, (material drops at train station; DVD2GO; daycare center outreach; farmer's market; depository collection at Lake Forest Place; and our homebound program), the library's need for a vehicle has also increased. Homebound services are offered to patrons unable to get to the library on their own or through family members. We are now offering this service to 10 to 12 patrons. The vehicle would be purchased through the City's bidding process.

Trustee Westropp moved to approve the FY2015 budget. Trustee Block seconded. Motion carried.

The Long Range Financial Plan was also discussed.

RAILS: President Dettling and Mrs. Grabbe attended the Legislative Breakfast. Representatives very positive about libraries and the event was well-attended. Another bill has been introduced that would mandate state-wide internet filtering. This is the 17th time a bill of this type has been put forward.

Friends: Lots of books are being donated and volunteers are working diligently. Kathe Stoepel, library graphic artist, was a big help with creating the booklet for the Edwin Hill Clark program.

Old Business: None.

New Business: The next Board meeting will be on Tuesday, April 8, 2014.

Opportunity for the public to address the Board: no one addressed the Board.

Trustee Gibson moved that the meeting be adjourned. Trustee Block seconded.
Motion carried.

There being no further business, the meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Maria Westropp
Secretary

LAKE FOREST LIBRARY BOARD OF TRUSTEES

Executive Session, March 12, 2013

MINUTES

The Board members reviewed the job performance of the Administrative Librarian for the past year. A salary increase was recommended and approved for the coming year.

Respectfully submitted,

Maria Westropp
Secretary

LAKE FOREST LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, April 8, 2014

MINUTES

Present: President Dettling, Trustees Block, Bryant, Casper, Champ, Gibson, and Napier; Miranda Dunne, Youth Liaison; Administrative Librarian Grabbe and Administrative Assistant Grasmick.

Absent: Trustees Marcusson and Westropp.

President Dettling called the meeting to order at 7:32 p.m.

In the absence of Secretary Westropp, Trustee Champ volunteered to serve as Secretary Pro Tem.

There were no changes or corrections to the minutes of the March 11 meeting.

Trustee Gibson moved to accept the minutes of March 11, 2014. Trustee Block seconded. Motion carried.

Administrative Librarian's Report:

Maintenance: The library received a \$1,905.00 LED lighting rebate that Marcos requested. Media Lab construction is slowly progressing. A code change for the elevator requires the installation of door resisters. This will cost approximately \$3,000.00.

The library will close April 11th for replacement of a water valve.

Miscellaneous: The Lake Forest Recognition Dinner will be held this Friday, April 11th, at the Lake Forest Club.

A local history project at Everett Elementary featured the library. An “artifact” was requested, so Mrs. Grabbe loaned them a card catalog drawer with punched cards.

February statistics were distributed.

Committee Reports:

Services: No report.

Long Range Planning: No report.

Finance: Per trustee Gibson, gifts are high due to the Hubbard bequest. Non Tax Based is a bit high due to impact fees. Expenditures will be lowered by Friends reimbursements for the media lab. An Expenditures v. Revenues chart shows how expenditures will begin to outpace revenues in coming years.

RAILS: The FY15 Per Capita Grant requirements have been released. One trustee and one employee must participate in a program for The Edge Initiative, a new leadership and management tool for libraries that want to improve their public technology services. An employee attended an Edge program at PLA. We need a trustee to attend an Edge webinar online. Another Per Capita requirement is for a staff member to attend a RAILS training program.

The issue of having uniform loan periods for ILL items has been dropped.

Friends: Last Saturday the Friends sponsored a program with The Conservation Center, Chicago. Three staff members from the center were on hand to give residents an opportunity to talk with an expert about art restoration of paintings, prints, and photographs. We had an excellent turnout of 20 people and 30 items. Mrs. Grabbe brought two oil paintings that used to hang in our lobby. They will be cleaned. The Conservation Center was so pleased that they would like to offer the program again—perhaps in a year.

Old Business: None.

New Business: The nominating committee of Trustees Block, Casper, and Westropp will meet before the next meeting to determine the slate of Board Officers for the 2015 term. Trustees Block and Westropp will be leaving the board.

The next Board meeting will be on Tuesday, May 13, 2014.

Opportunity for the public to address the Board: A recent library school graduate, David Spriegel, introduced himself. He is conducting a job search and is visiting area library board meetings to get an idea of how the libraries operate.

President Dettling adjourned the meeting at 7:50 p.m. for the Board to go into

Executive Session to discuss a personnel matter.

Following the Executive Session, President Dettling called the meeting to order at 7:57 p.m.

Trustee Gibson moved that the meeting be adjourned. Trustee Bryant seconded. Motion carried.

There being no further business, the meeting was adjourned at 7:59 p.m.

Respectfully submitted,

Carol Champ
Secretary Pro Tem

LAKE FOREST LIBRARY BOARD OF TRUSTEES
Executive Session, April 8, 2014

MINUTES

The Board members reviewed the job performance of the Administrative Librarian for the past year. A salary increase was recommended and approved for the coming year.

Respectfully submitted,

Carol Champ
Secretary Pro Tem

LAKE FOREST LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, May 13, 2014

MINUTES

Present: President Dettling; Trustees Casper, Champ, Gibson, Marcusson, and Napier; Youth Liaison, Miranda Dunne; Administrative Librarian Grabbe; and Administrative Assistant Grasmick.

Absent: Trustees Block, Bryant, and Westropp.

President Dettling called the meeting to order at 7:30 p.m.

In the absence of Secretary Westropp, Trustee Gibson volunteered to serve as Secretary Pro Tem.

There were no changes or corrections to the minutes of the April 8 meeting.

Trustee Napier moved to accept the minutes of April 8, 2014. Trustee Gibson seconded. Motion carried.

Administrative Librarian's Report:

Maintenance: The media lab project continues to move slowly forward.

Personnel: Becky King, part-time librarian for the Adult Services department, is leaving for a fulltime position at Cook Memorial. We will be advertising for a replacement. Also, Gwen Stetson has retired as a stacker. Students will pick up her hours for the summer. Finally, 2 part-time circulation assistants in the adult circulation department have resigned. Three new part-time assistants have been hired. In addition, we are looking for two part-time technicians to staff the media lab.

Services: Rosetta Stone language learning has been added to our online database offerings.

Jean Larson attended a community arts/culture meeting as the library representative. Matt Neer is attending the Innovation Week program in September.

Patrons can now sign up to receive an email notice prior to the expiration of their library card. We will also send notices through regular mail. Congressman Brad Schneider will hold a meet and greet at the library on Monday morning.

The library will be back at the Lake Forest Farmer's Market from June 21 through August. The Friends of Lake Forest Library will again be joining us at the market.

The library will be closed all day on Friday, May 30 for staff in-service training.

Miscellaneous: The March YTD Financial Report was distributed.

March statistics were distributed.

Committee Reports:

Services: No report.

Long Range Planning: No report.

Finance: No report. Trustee Gibson stated that May 1 began our new fiscal year. March financials are the most current—it takes the City several months to get final FY14 figures. Building Maintenance is a bit high. Media Lab expenses will be reduced by Friends reimbursement.

We received both the FY13 and FY14 Per Capita Grants in the same fiscal year. The state has caught up after several years of being behind in payments.

RAILS: Nothing to report.

Friends: The Barbara Rinella program had a good crowd and was very entertaining.

Old Business: The nominating committee presented the following slate of officers for FY14/15:

President	Jan Gibson
Vice President	Carol Champ
Treasurer	Robert Napier

Secretary

Lynn Casper

A vote to approve the proposed slate will be held at the June meeting.

New Business: The non-resident fee card program was discussed. The FY15 cost of a non-resident family card is \$574.00 per year, but we have no unserved areas bordering us.

Trustee Gibson moved to approve the \$574.00 cost for a non-resident family card. Trustee Napier seconded. Motion carried.

The FY14/15 Board Meeting and Holiday schedules were reviewed.

Trustee Napier moved to accept the FY14/15 Board Meeting schedule. Trustee Champ seconded. Motion carried.

Trustee Napier moved to accept the FY14/15 Holiday schedule. Trustee Champ seconded. Motion carried.

The next meeting will be Tuesday, June 10, 2014.

Opportunity for the public to address the Board: no one addressed the Board.

Trustee Gibson moved that the meeting be adjourned. Trustee Marcusson seconded. Motion carried.

There being no further business, the meeting was adjourned at 7:59 p.m.

Respectfully submitted,

Janet Gibson
Secretary Pro Tem

LAKE FOREST LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, June 10, 2014

MINUTES

Present: Trustees Block, Bryant, Casper, Champ, Gibson, Marcusson, Napier, and Westropp; Youth Liaison, Miranda Dunne; Administrative Librarian Grabbe; Administrative Assistant Grasmick.

Absent: Trustee Dettling.

Vice-President Champ called the meeting to order at 7:30 p.m.

A welcome was extended to our incoming trustee, Todd Puch.

There were no changes or corrections to the minutes of the May 13 meeting.

Trustee Marcusson moved to accept the minutes of May 13, 2014. Trustee Westropp seconded. Motion carried.

Librarian's Report:

Maintenance: We received an energy rebate of \$1,902.00 for the new lighting in the staff room.

The acoustic panels and glass door were installed in the media lab on Monday. Skylight replacement still needs to happen.

Personnel: Three new part-time adult circulation employees have begun working and are finishing up their training. Two new part-time reference librarians will begin this week and two media lab technical instructors will begin in July.

Services: The first summer reading program was today. Over 100 people attended.

Beginning July 11, and running through July 31, we will have a wood type exhibit in the front lobby.

Miscellaneous: March 2014 YTD and a draft of April 2014 YTD were distributed.

April FY14 statistics were distributed.

Periodically, Mrs. Grabbe gives a “community spotlight” program on the library for City Council. This time the meeting will be held at the library so that we can introduce council members to our new media lab. LFTV will record the media lab demonstration. We are aiming for the July 21 Council meeting, but that may have to be postponed if the room is not completed soon. Trustees will be invited to attend.

Committee Reports:

Services: No report.

Long Range Planning: No report.

Finance: No report. Trustee Gibson stated that March library revenues were revised due to an error. April marks the end of our fiscal year. Gifts were higher than expected this year. Expenditures are lower due to retiring experienced staff being replaced by new staff at lower salary rates.

RAILS: A webinar, including the strategic plan, will be posted online. They are looking for a vendor to provide a “discovery layer” between the various library automation systems that would allow better communication for interlibrary loan operations.

Friends: The Children’s Book Sale successful—it grossed \$7,391.36. Tons of donations continue to arrive.

Old Business: None

New Business: The nominating committee discussed the slate of officers for FY14/15:

President	Janet Gibson
Vice President	Carol Champ
Treasurer	Robert Napier
Secretary	Lynn Casper

Trustee Marcusson moved to approve the slate of officers for FY14/15. Trustee Block seconded. Motion carried.

Mrs. Grabbe distributed gifts to retiring board members Block and Westropp and

youth liaison Dunne and thanked them for their service on the board.

The next meeting will be Tuesday, July 8, 2014.

Opportunity for the public to address the Board: no one addressed the Board.

Trustee Gibson moved and Trustee Napier seconded a motion to adjourn. Motion carried.

There being no further business, the meeting was adjourned at 7:51 p.m.

Respectfully submitted,

Maria Westropp
Secretary

LAKE FOREST LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, July 8, 2014

MINUTES

Present: President Gibson; Trustees Casper, Champ, Levitsky, Marcusson, and Puch; Administrative Librarian Grabbe; and Administrative Assistant Grasmick.

Absent: Trustees Bryant, Dettling, and Napier.

President Gibson called the meeting to order at 7:30 p.m.

A welcome was extended to new trustees, Ron Levitsky and Todd Puch. Trustees introduced themselves.

There were no changes or corrections to the minutes of the June 10 meeting.

Trustee Marcusson moved to accept the minutes of June 10, 2014. Trustee Champ seconded. Motion carried.

Administrative Librarian's Report:

Services: We will have a soft opening for the Media Lab on Monday, July 14th. An official opening will be scheduled for a later date. The chairs will be delivered on Thursday and the tables next week. New staff have been trained and are busy creating training materials and instructions. Lake Forest Library cardholders may reserve Media Lab time online by clicking the notice on our home page.

Summer reading is in full swing and most of the children's programs have been filled to capacity. The Friends of Lake Forest Library fund \$20,000 of the three programs (Children, Teen, and Adult).

The Farmer's Market team made contact with 170 people last week.

An opening reception for the Hamilton Wood Type exhibit will be held on Friday, July 11th from 1:00 to 3:00 p.m. Trustees were given invitations. Most of the exhibit will be on display in the Fine Arts Room with some items in the lobby display cases.

The Glencoe library director called Mrs. Grabbe to ask if their staff could visit our library as part of their in-service in September. Glencoe has a community similar to Lake Forest and their staff often recommend our library to their patrons when Glencoe doesn't have what they need. They will also visit Ragdale as part of their Lake Forest outing.

Miscellaneous: A copy of the Illinois Public Library Annual Report was distributed.

The May 2014 YTD was distributed.

Committee Reports:

Services: No report. The committee will meet at 6:30 p.m. prior to the September 9th meeting.

Long Range Planning: No report.

Finance: Trustee Gibson stated that this is the start of FY15 and suggested that all trustees read the financial notes on the back of the monthly FYTD report. Trustee Levitsky asked if Friends funding is reflected in the financial reports. It is not, but reimbursement totals are kept and can be provided.

RAILS: A meeting was held to work on developing a strategic plan. Mrs. Grabbe gave a brief description and history of RAILS (Reaching Across Illinois Library System). In addition to materials delivery/resource sharing, the system will be adding continuing education and consulting services. Illinois library systems have consolidated and now there are only three—Chicago Public and Illinois Heartland, in addition to RAILS.

Friends: Sale preparation is rolling along and they are getting lots of books. Volunteers are needed and welcomed. The average patron spends \$26.00 at the book sale. The Friends had a float in the July 4th parade and will have one in the Lake Forest Day parade.

Old Business: None.

New Business: July constitutes the official Annual Meeting and includes the election of Board Officers. The slate of officers for FY14/15 is:

President	Janet Gibson
Vice President	Carol Champ
Treasurer	Robert Napier
Secretary	Lynn Casper

Trustee Puch moved to elect the submitted slate of officers. Trustee Marcusson seconded. Motion carried.

Board committee appointments were announced.

The next meeting will be Tuesday, August 12, 2014.

Opportunity for the public to address the Board: no one addressed the Board.

Trustee Champ moved that the meeting be adjourned; Trustee Marcusson seconded. Motion carried.

There being no further business, the meeting was adjourned at 8:04 p.m.

Respectfully submitted,

Lynn Casper
Secretary

LAKE FOREST LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, August 12, 2014

MINUTES

Present: President Gibson; Trustees Bryant, Champ, Levitsky, Napier, and Puch; Administrative Librarian Grabbe; and Administrative Assistant Grasmick.

Absent: Trustees Casper, Dettling, and Marcusson.

President Gibson called the meeting to order at 7:33 p.m.

In the absence of Secretary Casper, Trustee Napier volunteered to serve as Secretary Pro Tem.

There were two changes to the minutes of the July 8 meeting:

Under Administrative Librarian's Report, Services—change “we had” to “we will have”. On page 2, paragraph 1—change “culture” to “community”.

Trustee Bryant moved to accept the revised minutes of July 8, 2014. Trustee Champ seconded. Motion carried.

Administrative Librarian's Report:

Services: The media lab had a soft opening on July 14th. The lab has its own phone number (listed on our web site). Patrons are making reservations, but lab time is not yet fully booked. Development of PR pieces is underway. The City may bring in small groups to tour the lab. City employees may apply for a Lake Forest Library card.

The October 6th Lake Forest City Council Meeting will be held in the Children's Activity Room. Dinner will be from 6:00 p.m. to 6:30 p.m. At 6:30 p.m. the council will move to the media lab for a demonstration. The demo will be recorded. All trustees are invited to attend. Trustees unable to attend should notify Mrs. Grabbe.

The farmer's market has been very busy. We had 173 contacts on one occasion. The Friends provide dog biscuits for the canine attendees.

The summer reading program was a success. Mrs. Grabbe will provide numbers at a later date. 273 people attended the Frisbee Dogs program.

Our online catalog will be changing from our current provider, BiblioCommons, to one offered by Sirsi (our library automation software provider). The new catalog is called Enterprise. The company behind BiblioCommons is no longer interested in working with consortiums. Enterprise has a very similar look, so we don't anticipate any patron problems with the changeover. The switch is scheduled for mid-September.

Miscellaneous: May and June statistics were distributed.

The June FYTD Financial Report was distributed.

Mrs. Grabbe distributed her goals for the year.

A copy of the Douglas County Libraries Report comparing costs of print books versus eBooks and consumer pricing versus library pricing was distributed and discussed. In addition to higher pricing for eBooks, there are other constraints for libraries, such as circulation limits. Mrs. Grabbe gave a history of our eBook offerings.

The Executive Director of CCS (Cooperative Computer Services), Richard Shurman, has announced that he will be retiring effective 7/31/2015.

Committee Reports:

Services: No report. A meeting will be held at 6:30 p.m. prior to the September 9th board meeting.

Long Range Planning: No report.

Finance: Trustee Gibson stated that some Friends reimbursements have been received and will be reflected in next month's report. Trustee Levitsky asked about Salaries/Fringes being over budget. Mrs. Grabbe stated that employees are paid every two weeks and some months have three pay periods.

RAILS: Mrs. Grabbe will attend a meeting at Fox Lake Library at 11:00 a.m. on September 17th. The strategic plan has been posted and Mrs. Grabbe has reviewed it. There is a push to have all libraries use the same library automation system, but that is unlikely.

Friends: They are getting very busy with lots of donations. 54 cartons were picked up from one location. Volunteer cards and book sale bookmarks were distributed. Extra bookmarks were available for trustees to distribute. A book sale reception will

be held on Wednesday, September 10th. Trustees will receive invitations.

A Lake Forest Reads: Ragdale bookmark was distributed. Author Luis Alberto Urrea will speak at the Lily Reid Holt Memorial Chapel at Lake Forest College on Tuesday, October 28th at 6:00 p.m. Trustees will receive invitations.

Old Business: None.

New Business: Serving our Public: Standards for Illinois Public Libraries, Chapter 7, Collection Management and Resource Sharing was reviewed and discussed. We meet all core standards except for installation of a monument sign. We meet all standards of collection management and resource sharing. Trustee Levitsky asked about cooperative collection management. Mrs. Grabbe gave an explanation of our procedures. Trustee Levitsky asked about our collection management methods. Mrs. Grabbe stated that our collection development plan is included in the trustee orientation packet. An eBook section will be added to the plan.

The landscape restoration plan for winter plant loss was reviewed and discussed. The proposal is to replace lost plants with plants more likely to weather conditions similar to those experienced last year. And also to use slower growing plants that will require less frequent maintenance. The cost of this restoration plan will be added to the Friends wish list. The Friends have funded several landscaping projects over the years. Trustee Levitsky asked how the landscaping company was chosen. Mrs. Grabbe gave a history of landscaping contractors used and how they were chosen. No bids are required for professional services provided by professional contractors. Trustee Levitsky asked if we could get an itemized listing of plant costs. Mrs. Grabbe will request one.

Trustee Napier moved to accept the landscape restoration quotation from Don Fiore Company, Inc. in the amount of \$34,556.00. Trustee Puch seconded. Motion unanimously carried.

Trustee Bryant left the meeting at 8:26 p.m.

The next meeting will be on Tuesday, September 9, 2014.

Opportunity for the public to address the Board: no one addressed the Board.

Trustee Napier moved, and Trustee Levitsky seconded, a motion to adjourn. Motion carried.

There being no further business, the meeting was adjourned at 8:28 p.m.

Respectfully submitted,

Robert Napier
Secretary Pro Tem

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
MEETING**

Tuesday, September 9, 2014

MINUTES

Present: President Gibson; Trustees Bryant, Casper, Champ, Levitsky, Napier, and Puch; Administrative Librarian Grabbe; and Administrative Assistant Grasmick.

Absent: Trustees Dettling and Marcusson.

President Gibson called the meeting to order at 7:33 p.m.

There were no changes or corrections to the minutes of the August 12 meeting.

Trustee Champ moved to accept the minutes of August 12, 2014. Trustee Bryant seconded. Motion carried.

Administrative Librarian's Report:

Maintenance: The video monitor has been installed in the media lab. We had a small skylight leak during a recent rain storm and still need the loose door handle tightened.

The parking lot has been repaired, seal-coated, and striped.

The library lost power at 2:55 p.m. on September 4th. After emergency lights begin to fade, patrons are asked to leave. Staff stay until 30 minutes prior to sunset. Some emergency lights failed. They last passed inspection in June. Maintenance will repair/replace non-functioning lights. They will also test lights monthly.

Services: Glencoe library staff will visit our library on Friday, September 12th.

Miscellaneous: The July 2014 Year-to-Date report was distributed.

The July statistics were distributed.

In the past few weeks we have been seeing a patron who appeared to be intoxicated. The police were called. They were aware of this individual and strongly suggested that we ban him permanently. He is a Lake Forest resident. The police will notify the patron that he is banned from the library.

The library will defer to City policies as they pertain to the new medical marijuana laws and coverage under our umbrella insurance policy.

Library Journal has notified Mrs. Grabbe that our library will be named a 4-star library again this year.

Committee Reports:

Services: Trustee Casper stated that committee met tonight to review Bylaws and Board Policies. Proposed changes: in Bylaws change from using “he” to “he or she”; in Board Policy Manual revise Rules to include “Firearms; Firearms are prohibited in the library; also, “E-cigarettes and Vapor Products: The use of e-cigarettes and any vapor product is prohibited in the library”; the Rules will be alphabetized; under Fines, the statement about system-wide alerts for a delinquent patron has been deleted (systems no longer do this).

Materials will be distributed in the board packet for review and vote at the October meeting.

Long Range Planning: No report.

Finance: No report. October is the month when work on the levy usually begins. The committee will meet at 6:30 p.m. on October 14, 2014.

Trustee Napier asked about salaries being under budget. Mrs. Grabbe stated that there are 26 pay periods per year and it should even out in the end.

Trustee Puch asked about reserves and growth. Mrs. Grabbe replied that we have a long range financial plan. New ADA rules require that we have a plan for needed changes and we have a plan for those. The elevator is a problem because the stacks in that area are load-bearing. Changes to become ADA compliant there would be very costly as it would require a complete rebuild of that space.

RAILS: They are in the process of revising system requirements. A draft has been posted on their web site and comments have been made. Mrs. Grabbe will attend a meeting in Fox Lake next week. We meet all system requirements.

Friends: They are all ready for the sale. Trustees are invited to the reception from 5:00 p.m. to 7:00 p.m. on Wednesday. The presale will begin at 9:00 a.m. on Thursday.

Invitations to the Lake Forest Reads: Ragdale author presentation were distributed.

Old Business: None.

New Business: The next meeting will be on Tuesday, October 14, 2014.

Opportunity for the public to address the Board: no one addressed the board.

Trustee Napier moved, and Trustee Bryant seconded, a motion to adjourn. Motion carried.

There being no further business, the meeting was adjourned at 7:56 p.m.

Respectfully submitted,

Lynn Casper
Secretary

Lake Forest Library Board of Trustees
Finance Committee Meeting
October 14, 2014
6:30 pm
Minutes

Present: C. Champ, VP, Chair of LRP; L. Casper, Chair of Services; K. Grabbe, Administrative Librarian.

Absent: J. Gibson, President; R. Napier, Treasurer

The Committee met to discuss the Library 2014FY2016 Levy. Packets were mailed to the Committee. After a short discussion, the Committee agreed to reschedule the Finance Committee meeting to 6:30 pm before the regular 7:30 pm November 11 Board meeting.

Packets with the FY2016 Levy information will be sent to all Trustees for the November meeting.

Respectfully submitted,

Kaye Grabbe,
Secretary Pro Tem

LAKE FOREST LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, October 14, 2014

MINUTES

Present: President Gibson; Trustees Bryant, Casper, Champ, Dettling, Levitsky, Napier, and Puch; Administrative Librarian Grabbe; and Administrative Assistant Grasmick.

Absent: Trustee Marcusson.

President Gibson called the meeting to order at 7:27 p.m.

There were no changes or corrections to the minutes of the September 9 meeting.

Trustee Puch moved to approve the minutes of September 9, 2014. Trustee Champ seconded. Motion carried.

Administrative Librarian's Report:

Maintenance: The landscape restoration work has been completed and we are receiving many positive comments.

Personnel: Kate Parker, Children's Librarian, has given notice that she will retire at the end of the year. She's been with the library for nearly 14 years and has been a valuable addition to our staff.

Marcos Levy, Building & Security Manager, will be off several weeks for surgery.

Services: Lake Forest Reads: Ragdale is moving along. Trustees were asked to RSVP for the October 28 private reception at the library. Those wishing to attend the public reception can register online or let Mrs. Grabbe know.

Jolly Good Fellows is offering a promotion: tell them your favorite character from *Into the Beautiful North* and they'll give you a coupon for a brownie.

The City Council meeting for a Media Lab demonstration went very well. About 50% of available time slots are now being filled. Many of those are for digital conversion of videotapes and slides.

The Glencoe library visit was a good one. Their friends group donated \$100 to our friends.

Miscellaneous: The August and September 2015 Year-to-Date reports were distributed.

The August FY2015 Statistics were distributed.

Donations have come in from expected sources and we also received one anonymous \$500 donation.

The Barrington Area Library has been renovated and Mrs. Grabbe visited. It is quite a remarkable job. Our library is rather unique in having the Children's Library on its own floor.

Committee Reports:

Services: Proposed changes to Bylaws and Board Policy Manual Rules/Fines were distributed.

Long Range Plan: No report.

Finance: The committee will meet at 6:30 p.m. on November 11 to discuss the FY15 levy.

RAILS: Mrs. Grabbe attended a meeting on September 17 at Fox Lake. The system is working to outsource/privatize delivery. Burr Ridge was the test site for the proposed program and RAILS feels it was a success. Our area may be next in line for the new service. They deliver after hours, so we could use the storage area on our loading dock for the transfer point.

Illinois still has unserved areas—often large agricultural areas that are difficult to tax. One possibility is to look at other revenue streams such as community colleges and schools.

System funding is solid, with no cuts so far. RAILS has created a budget that could handle a cut in funding.

The Fox Lake District Library is 3 to 4 years old and is very nice.

President Gibson asked if the influx of electronic materials is slowing down or stopping library expansions/renovations. Mrs. Grabbe stated that Barrington

lost an expansion referendum, so they added some remote drops/pickups to better serve their community. Other libraries repurpose existing space—similar to our conversion of the Garden Room into the Media Lab.

Friends: They are back to accepting donations again after a post-sale break. Music books and leather-bound editions are current popular donations.

Old Business: None.

New Business: Trustee Marcusson has been appointed to the Lake Forest High School Board and will resign from the Library Board. The caucus will begin searching for his replacement.

The proposed changes to Bylaws and the Board Policy Manual were discussed.

Trustee Levitsky asked about prohibiting the smoking of vapor products within 25 feet of the front entrance (as is the case with smoking of tobacco products). The city ordinance on smoking in public places does not currently mention vapor products. The board will revisit this issue again in a year.

Trustee Champ moved to approve the proposed changes to Bylaws and Board Policy Manual Rules/Fines. Trustee Dettling seconded. Motion carried.

The next Board meeting will be Tuesday, November 11, 2014.

Opportunity for the public to address the Board: No one addressed the Board.

Trustee Napier moved and Trustee Bryant seconded a motion to adjourn. Motion carried.

There being no further business, the meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Lynn Casper,
Secretary

TO: Finance Committee:, R. Napier, Treasurer and Chair; J. Gibson, President;
C. Champ, Chair of Long Range Plan Committee; L. Casper, Chair of Services
Committee.

FROM: K. Grabbe

RE: Finance Committee meeting

DATE: October 28, 2014

The Finance Committee will have a meeting Tuesday, November 11, 2014 at
6:30 pm to discuss the 2014/FY2016 levy.

The packet with a draft copy of the proposed levy is enclosed; I will have copies
at the meeting.

If you have questions please call me at 810-4602 or e mail me at
kgrabbe@fl.alibrary.com

Lake Forest Library Board of Trustees
Finance Committee Meeting
November 11, 2014
6:30 pm
Minutes

Present: J. Gibson, President; R. Napier, Treasurer; C. Champ, VP, Chair of LRP; L. Casper, Chair of Services; K. Grabbe, Administrative Librarian.

The Committee met to discuss the Library 2014FY2016 Levy. Packets were mailed to the Committee. After discussion, the Committee agreed to recommend approval of the FY2016 levy of \$3,879,470, an increase of \$70,974 or 1.7% increase.

Packets with the FY2016 Levy information were sent to all Trustees for the November meeting.

Respectfully submitted,

Kaye Grabbe,
Secretary Pro Tem

LAKE FOREST LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, November 11, 2014

MINUTES

Present: President Gibson; Trustees Casper, Champ, Dettling, Levitsky, Napier, and Puch; Administrative Librarian Grabbe; and Administrative Assistant Grasmick.

Absent: Trustees Bryant and Marcusson.

President Gibson called the meeting to order at 7:33 p.m.

There were no changes or corrections to the minutes of the October 14 meeting.

Trustee Napier moved to accept the minutes of October 14, 2014. Trustee Dettling seconded. Motion carried.

Administrative Librarian's Report:

Maintenance: The courtyard gates have been removed for restoration.

The Art Deco water fountain in the Children's lobby needs repair and is out of service while we wait for a part. A toilet in Children's is having the auto-flush mechanism replaced.

The final punch list has been received for the Media Lab. It should be finished soon.

Personnel: Kathy Wellington will move from part-time to fulltime in the Children's library when Kate Parker retires at the end of December.

Matt Neer is also leaving in Adult Reference in December for a job in another state. Current employees will cover his absence while staffing decisions are worked out.

Services: A few web site changes have been made. We will also be adding a simplified mobile version of our site.

Mrs. Grabbe extended her thanks to the trustees who attended Lake Forest Reads: Ragdale programs. It was a very successful series.

Miscellaneous: The September FY15 Statistics were distributed.

Committee Reports:

Services: No report.

Long Range Plan: No report. A meeting needs to be set. Our mission statement should be reviewed.

Finance: The committee met prior to tonight's board meeting. Reserves have been building in anticipation of little to no growth and substantial ADA compliance costs.

The committee proposes a FY16 levy increase of 1.8%.

RAILS: No new news. They received a payment this week, the first payment of the FY2015 (July 2014 - June 2015) Area and Per Capita Grant. They also received a payment representing the first two payments for the Talking Books grant for FY2015.

Friends: A copy of the approved Wish List was distributed: it includes \$34,000 for landscape work and \$45,000 for programming.

Old Business: The FY16 levy was discussed. The latest numbers from the City calculate a levy increase of 1.8% (\$70,974) for the library.

The Finance Committee recommends approval.

Trustee Levitsky asked how we arrived at the 1.8%. Mrs. Grabbe stated that it is a combination of the CPI plus growth. A request of City Council is required to levy more than that. The library has never made such a request. Mrs. Grabbe budgets revenues conservatively and expenses as accurately as possible to keep the budget in line.

An ADA plan is in place and extends out to 2035. We need to explore available options to major work on access to the elevator. The courtyard doors have deteriorated and need to be replaced and could be made ADA compliant.

Trustee Levitsky asked about our long range financial plan and financial constraints the library will face in coming years. President Gibson replied that the board has had several meetings on this issue and it is one reason why the library continues to build its reserves.

Mrs. Grabbe stated that in the past we have saved over a period of time for major projects, instead of seeking a bond issue.

Trustees Levitsky and Puch asked about the shortfall in operating expenses coming in the next few years. Mrs. Grabbe said that the board might want to set a meeting with the City's Director of Finances to discuss available options. Library operating expenses have not been increasing very rapidly and personnel expenses have been relatively flat. We do have options to trim the budget. Services offered have also not increased much—other community organizations fill many needs.

Trustee Levitsky suggested revisiting this issue again in a few months and setting up a meeting with the City. President Gibson and Mrs. Grabbe stated that the City is aware of the issues we are facing, but they are still working on their own budget constraints.

Mrs. Grabbe met with the City's Director of Finances to discuss the administration fee we pay the City. They are reevaluating how they charge for various services.

Trustee Puch suggested exploring options and possibilities now, so that we have a plan in place with contingencies for the future. He suggested we could form an ad hoc committee with finance and long range plan members.

President Gibson suggested that the board revisit this issue in January and explore our options then.

Mrs. Grabbe suggested a possible meeting with the City Manager and Director of Finances to get their sense of what the future might hold.

Trustee Napier moved to approve a levy increase of 1.8% for FY2016. Trustee Champ seconded. Motion unanimously carried.

New Business: There was a discussion concerning whether or not to hold a December meeting. The board decided to cancel the December meeting.

The next Board meeting will be Tuesday, January 13, 2015.

Trustee Levitsky asked about retirement plans for Kate Parker. Mrs. Parker does not want a party, but the courtesy committee will get a card and the library will give her a retirement monetary award. Matt will have a goodbye pizza party.

Holiday gifts from Lambs Farm were distributed to trustees.

Opportunity for the public to address the Board: No one addressed the Board.

Trustee Napier moved and Trustee Champ seconded a motion to adjourn. Motion carried.

There being no further business, the meeting was adjourned at 8:24 p.m.

Respectfully submitted,

Lynn Casper
Secretary