

LAKE FOREST LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, January 13, 2015

MINUTES

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

Absent: Trustees Bryant, Napier, and Puch.

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

There were no changes or corrections to the minutes of the November 11 meeting. Trustee Dettling moved to accept the minutes of November 11, 2014. Trustee Champ seconded. Motion carried.

Administrative Librarian's Report:

Maintenance: The new stair rails on the east side and the restored courtyard gates look wonderful.

Personnel: Chris Schoenherr joined the Adult Services department on January 5th. He is filling the vacancy due to Matt Neer's resignation.

Emily Neal, a former stacker, is now a new assistant in the Children's library.

Services: Media Lab equipment has been purchased which converts vinyl records and audiocassettes to a digital format.

233 people attended the tree-trimming program.

Xbox One and PlayStation 4 video games have been added to our collection. Wii U games will be added soon.

Miscellaneous: October and November statistics were distributed.

October and November YTD financials were distributed.

Lyrics to the Media Lab Song (to the tune of Auld Lang Syne) created for our staff holiday party were distributed.

Committee Reports:

Services: No report.

Long Range Plan: No report.

Finance: A meeting needs to be set to discuss the FY16 budget. Trustees in attendance would like to meet at 6:30 p.m. on 2/10/15. Mrs. Grabbe will confirm this date/time with absent committee members.

The audit was distributed.

Mrs. Grabbe supplied information on other possible sources of revenue for the library. Approval of Lake Forest City Council is needed to levy under other funds. She will speak with Bob Kiely, City Manager, to hear his views on this possibility.

President Gibson reiterated the importance of reviewing and updating the Financial Long Range Plan to balance the building of reserves with covering future expenses.

Trustee Levitsky stated it still appears that expenditures will continue to exceed revenues which would put the library in a position of having to make cuts.

Mrs. Grabbe stated that we are in good shape. The building is in sound condition; ADA changes are not mandatory—they can be implemented as funds become available. Also, the Friends fund many of our special projects. Recently funded projects include the window restoration project and the media lab. Asking the City to allow additional levies to offset ADA modifications would be reasonable, particularly in the IMRF, Social Security, and Insurance tax funds.

Trustee Dettling stated that the budget has been stable for her entire board tenure.

RAILS: The ILA Legislative Breakfast is Monday, 2/16/15, 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 Mrs. Grabbe if interested in attending.

Trustee Dettling attended a recent remote meeting at the Wheeling location. The outdated technology used makes the process tedious.

RAILS reports that they have received 56% of their FY15 funding. The consensus is that will probably be all they will receive for the year. Delivery services are still a hotly debated topic.

Friends: Trustee Champ reported that a tremendous number of donations have come in and additional volunteers would be welcome. The *Changing Fashions in the Time of Jane Austen* program on January 12th had 70 attendees. There is a board meeting on January 24th.

Old Business: None

New Business: The next Board meeting will be Tuesday, February 10, 2015.

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

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

There being no further business, the meeting was adjourned at 8:01 p.m.

Respectfully submitted,

Lynn Casper, Secretary

LAKE FOREST LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, February 10, 2015

MINUTES

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

Absent: Trustee Dettling.

President Gibson called the meeting to order at 7:28 p.m.

President Gibson welcomed new trustee Carrie Travers. She takes the seat vacated by Reese Marcusson. Current trustees introduced themselves.

Trustee Napier moved to accept the minutes of January 13, 2015. Trustee Bryant seconded. Motion carried.

Librarian's Report:

Maintenance: On February 13th WTTW will be in the library to film the Nicolai Remisoff murals in the rotunda for the Ask Geoffrey segment of Chicago Tonight. We will ask for a copy of the segment.

Services: Lake Forest Leader is a new weekly newspaper. It is mailed to every house and business in Lake Forest each Thursday.

Mrs. Grabbe distributed an information piece the library has created about the swastika design in the rotunda ceiling. Patrons occasionally ask staff about this and did so recently. We have many new members on the circulation staff and they did not have ready access to the information. Copies are now at the circulation desk for distribution when staff receive questions.

Miscellaneous: The December financials were distributed.

Committee Reports:

Services: No report.

Long Range Planning: No report.

Finance: A meeting was held prior to tonight's board meeting to discuss the FY16 budget. The proposed budget will be mailed in the March board packet for discussion and vote at the March meeting.

We recently received \$61,077.50 in reimbursements from the Friends for approved wish list items.

RAILS: The Library Legislative Breakfast is on Monday, February 16, from 7:45 - 10:30 a.m. Trustee Levitsky and Mrs. Grabbe will attend.

Friends: Last week about 200 camel-colored leather-bound books in excellent condition were donated. The text was in Swedish. Another collection of books that had been rebound in leather were also received (those were in English).

The Cook Book Sale will be held from 9:00 a.m. to 5:00 p.m. on March 6 & 7 at Sunset Foods in Lake Forest. New this year will be a selection of Spring gardening books.

The next board meeting will be held on April 25th.

Barbara Rinella will present *The News Sorority*, *Diane Sawyer*, *Katie Couric*, *Christiane Amanpour--and the Triumph of Women in TV News* by Sheila Weller on April 30th.

Old Business: None.

New Business: The next meeting will be held at 7:30 p.m. on Tuesday, March 10, 2015.

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

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

There being no further business, the meeting was adjourned at 7:43 p.m.

Respectfully submitted,

Lynn Casper
Secretary

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
MEETING**

Tuesday, March 10, 2015

MINUTES

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

Absent: Trustee Bryant.

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

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

Trustee Napier moved to accept the minutes of February 10, 2015. Trustee Levitsky seconded. Motion carried.

Administrative Librarian's Report:

Personnel: Mrs. Grabbe received an application for the board youth liaison position from Akira Sanders. He will join the board beginning with the May meeting.

Miscellaneous: A copy of the first issue of The Lake Forest Leader was passed. It featured an article on the Media Lab. It is a nice piece and the library was very pleased to have the coverage.

December and January statistics were distributed.

The Lake Forest-Lake Bluff Historical Society has purchased the former Church of Christ Scientist at 509 E Deerpath for use as a history museum. Plans are in development to turn this building into a history center with improved exhibit and program space, a state-of-the-art research center and climate controlled collections storage.

The City of Lake Forest Boards and Commissions Recognition Dinner will be held on Friday, April 17th at the Lake Forest Club. Cocktails begin at 6:00 p.m. and dinner at 7:00 p.m. Please let Mrs. Grabbe know if you plan to attend.

Updated trustee lists were distributed.

January YTD financials were distributed.

Committee Reports:

Services: No report.

Long Range Planning: No report.

Finance: Reimbursements from The Friends of Lake Forest Library will be reflected in the February financials.

RAILS: Trustee Levitsky and Mrs. Grabbe attended the Legislative Breakfast. The event was well-attended and each elected official spoke for a few minutes. Mrs. Grabbe distributed some legislative information pages to trustees.

Trustee Levitsky stated that he felt there was genuine affection for libraries. He also thought the information given by the lobbyist was interesting.

Friends: The Cookbook/Gardening sale at Sunset Foods made about \$2,000, which is slightly better than last year. 159 people attended and 127 purchased.

Old Business: None.

New Business: The FY16 budget was discussed. The Finance Committee recommends approval of the proposed FY2016 budget.

Personnel costs are down because a fulltime employee of many years retired and the position was filled by a part-time employee. Some capital improvements will be put off for a year or two. And ADA recommendations for the north addition and elevator will also be pushed out to a future date.

Trustee Champ moved to approve the FY2016 budget. Trustee Levitsky seconded. Motion unanimously carried.

Trustee Levitsky asked for some clarification of the Insurance Coverage Review that was distributed. Mrs. Grabbe stated that increases have stayed small over the years. Our agent recommended increasing the package policy deductible from \$1,000 to \$5,000 and increasing the umbrella policy coverage from \$5,000,000 to \$10,000,000. The Finance Committee approved the recommended changes. Medical coverage through the City is very well managed.

Trustee Levitsky asked how frequently the valuable books held at Lake Forest College are reevaluated. Mrs. Grabbe said that they have not been revalued since they were moved. She gave a brief history of why some of our books are stored at the college—climate control, security, lighting, etc.

The next Board meeting will be on Tuesday, April 14, 2015.

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

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

There being no further business, the meeting was adjourned at 8:03 p.m.

Respectfully submitted,

Lynn Casper
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 14, 2015

MINUTES

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

Absent: Trustees Champ and Levitsky.

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

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

Trustee Napier moved to accept the minutes of March 10, 2015. Trustee Puch seconded. Motion carried.

Administrative Librarian's Report:

Equipment: A computer server upgrade is in process and the purchase of a new phone system is in the planning stage.

Personnel: The library will be closed on Friday, May 29, 2015 for a staff in-service. We will be staying at the library (except for a lunch break). We will have a program on workplace safety and a human resources Q & A in the morning. There will be programs on the media lab, the Remisoff murals, and IMRF in the afternoon. We will end with departmental meetings.

Services: The Lake Forest Reads: Ragdale selection for this year is *The Hundred-Year House* by Rebecca Makkai. She is a local author and her husband is on the faculty of Lake Forest Academy. Some programs have already been scheduled.

A program at First Presbyterian Church led to a collection of materials and website links posted on the library's blog under the heading *Remembering the Armenian Genocide - 100 Years*.

The City is creating a "mentors for local businesses" database. The library will post a link when the database is ready.

Miscellaneous: The Lake Forest Recognition Dinner will be held this Friday, April 17th, at the Lake Forest Club.

Trustees were reminded to complete their statements of economic interest.

February statistics were distributed.

February and March YTD financials were distributed.

A cover sheet for the FY2016 budget was distributed.

Richard Shurman is retiring from CCS and Christopher Holly has been selected as his replacement. An information sheet on Mr. Holly was distributed.

Committee Reports:

Services: No report.

Long Range Planning: No report.

Finance: No Report.

Per Capita Grant check in the amount of \$24,218.75 has been received.

RAILS: Mrs. Grabbe attended a meeting on 3/26 in Vernon Hills. Our (Wheeling) delivery route is the next to be outsourced. They are still working out the contract but expect to begin delivery on September 1st. The software and printing systems will be implemented later.

Resource sharing increases are also expected.

The system has enough in reserves to weather a 15% budget cut this year.

The discovery layer is not expected to be ready until 2017.

Friends: There is a board meeting on April 25.

Barbara Rinella will perform in the new Gorton auditorium on April 30.

Old Business: Trustee Travers asked about the statistics. Mrs. Grabbe explained how statistics are collected. Our library usage is above average.

New Business: The nominating committee of Trustees Gibson and Dettling will meet before the next meeting to determine the slate of Board Officers for the 2016 term. Both trustees will be leaving the board.

Mrs. Grabbe hopes to have the names our new trustees sometime next week.

The new youth liaison will start his tenure with the next meeting.

The next Board meeting will be on Tuesday, May 12, 2015.

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

President Gibson adjourned the meeting at 8:03 p.m. for the Board to go into Executive Session to discuss a personnel matter.

Following the Executive Session, President Gibson called the meeting to order at 8:13 p.m.

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

There being no further business, the meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Lynn Casper
Secretary

LAKE FOREST LIBRARY BOARD OF TRUSTEES
Executive Session, April 14, 2015

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,

Lynn Casper
Secretary

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
MEETING**

Tuesday, May 12, 2015

MINUTES

Present: President Gibson; Trustees Champ, Dettling, Levitsky, Puch, and Travers; Youth Liaison, Akira Sanders; Administrative Librarian Grabbe; and Administrative Assistant Grasmick.

Absent: Trustees Bryant, Casper, and Napier.

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

In the absence of Secretary Casper, Vice-President Champ volunteered to serve as Secretary Pro Tem.

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

Trustee Puch moved to accept the minutes of April 14, 2015. Trustee Dettling seconded. Motion carried.

Mrs. Grabbe introduced Bridget Hardy, Sustainability Intern at The City of Lake Forest. Ms. Hardy gave a brief presentation on the City's sustainability survey and the development of a sustainability plan. The City Parks Department recently began drafting a Lake Forest Sustainability Plan and releasing a Sustainability Survey with support from the Lake Forest Collaborative for Environmental Leadership (LFCEL). LFCEL, comprised of representatives from School Districts 67 and 115, LF Open Lands, LF College, and the City, was formed to bring together the community to educate and engage in environmental action and to promote sustainable practices within Lake Forest. The City of Lake Forest, with support from the Lake Forest Collaborative for Environmental Leadership, is beginning the planning process with the release of a Lake Forest Sustainability Survey (<https://www.surveymonkey.com/s/LFsustainabilitysurvey>). The purpose of this survey is to gain insight into the opinions of Lake Forest residents on local environmental issues, and to use these insights as guidance in the creation of the Lake Forest Sustainability Plan. All Lake Forest and Lake Bluff residents are welcome and encouraged to fill out the survey by June 30, 2015. Lake Bluff resident responses will be forwarded to Lake Bluff Village government. LFCEL will follow up this survey with a Community Forum in the fall of 2015. The library will display hard copies of the survey and post the link on our website.

Ms. Hardy stated that they hope to receive a minimum of 500 completed surveys and to have a draft of the plan before City Council in January of 2016.

The board welcomed new Youth Liaison, Akira Sanders.

Administrative Librarian's Report:

Maintenance: The elevator pump motor sparked, smoked and burned itself out prior to opening on Monday morning. The Fire Department was called and removed a Friends volunteer from the stalled elevator. Smoke was removed via fans and opened doors and the library opened at approximately 9:20 a.m. A new motor has been ordered at a cost of \$1,075.00 and should be installed either tomorrow or Thursday.

Windows have all been cleaned. Carpet cleaning will be scheduled soon.

Services: Art Miller brought a group of women from the Chicago Fortnightly Club to the library on Friday, May 1. Mr. Miller spoke about the Reed house and the Remisoff murals.

The library will be closed all day on Friday, May 29 for staff in-service training.

Miscellaneous: March and April statistics were distributed.

The library's annual report is due to the state library by the end of June.

Committee Reports:

Services: No report.

Long Range Planning: No report.

Finance: No report. Mrs. Grabbe spoke with Lake Forest City Manager, Bob Kiely, about library revenues. Under the TIF district for the proposed development at Laurel and Western, the library would receive \$750 per year, per resident, for the life of the TIF.

RAILS: A survey on the proposed discovery layer was issued. The discovery layer would allow patrons to see holdings for all RAILS libraries. One of the survey questions was, "How would you like to pay for this service?". That was the first mention of libraries being responsible for funding the program.

Friends: The Barbara Rinella program had a lower turnout than usual due to parking lot closures at the train station (causing full lots near Gorton). The program was very good. She will return on September 30th with a program on *The Accidental Empress* by Allison Pataki.

Old Business: The nominating committee presented the following slate of officers for FY15/16:

President	Carol Champ
Vice President	Lynn Casper
Treasurer	Robert Napier
Secretary	Todd Puch

Trustee Levitsky questioned the selection process and expressed discomfort over having the nominating committee composed solely of members leaving the board. Mrs. Grabbe stated that it was tradition to form the committee that way and that it is allowed by the by-laws. President Gibson stated that retiring members have more knowledge of library operations and that new members don't have that experience. Also, trustees vote on whether or not to approve the proposed slate of officers. In addition, it could be awkward for current board members to nominate themselves. Other possible alternatives were discussed and could be adopted if the board so chooses. This topic can be taken up at a future meeting.

President Gibson asked if there were any additional nominations for officers from the board. There were none.

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

New Business: The non-resident fee card program was discussed. The FY16 cost of a non-resident family card is \$584.00 per year, but we have no unserved areas bordering us.

Trustee Puch moved to approve the \$584.00 cost for a non-resident family card. Trustee Levitsky seconded. Motion carried.

The FY15/16 Board Meeting and Holiday schedules were reviewed.

Trustee Champ moved to accept the FY15/16 Board Meeting schedule. Trustee Puch seconded. Motion carried.

Trustee Levitsky asked for clarification between floating holidays and closings. Mrs. Grabbe explained that floating holidays are holidays during which the library stays open and staff can bank that holiday time for later use. Closings do not qualify for holiday pay. Staff members normally scheduled to work during the period of a closing receive regular pay for those scheduled hours.

Trustee Puch moved to accept the FY15/16 Holiday schedule. Trustee Levitsky seconded. Motion carried.

The next meeting will be Tuesday, June 9, 2015.

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

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

There being no further business, the meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Carol Champ
Secretary Pro Tem

LAKE FOREST LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, June 9, 2015

MINUTES

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

Absent: Trustee Bryant; Youth Liaison, Akira Sanders.

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

A welcome was extended to our incoming trustees, Wendy Darling and David Rose. President Gibson introduced the current trustees.

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

Trustee Puch moved to accept the minutes of May 12, 2015. Trustee Levitsky seconded. Motion carried.

Librarian's Report:

Maintenance: Damaged and broken sidewalk sections and curbing have been replaced. Carpet cleaning has been scheduled.

Personnel: The library was closed for a staff in-service on Friday, May 29th. The first program was on workplace safety and was given by Detective Brett Marquette of the Lake Forest Police Department. This was followed by a Q&A session on library benefits led by Judy Grasmick. Judy Gummere and Bob Kirsch then gave a presentation on the Remisoff murals. Afternoon programs were a choice of media lab demonstrations or an IMRF presentation. IMRF (Illinois Municipal Retirement Fund) formed in 1941 and The City of Lake Forest joined in 1943. The day finished with departmental meetings.

Services: The Lake Forest Lake Bluff Chamber of Commerce has created a page on their website, <http://www.lflbchamber.com/pages/ArtsEntertainment>, called LFLBartsLink. This page has links to all the entertainment options available in the community. Beginning in September the library will participate by hosting a Lake

Forest Symphony talk on the Thursday before each scheduled concert.

The summer reading programs have begun. Program summaries were distributed.

Miscellaneous: The library's D & O insurance pool through LIMRiCC (Library Insurance Management and Risk Control Combination) was dissolved three years ago. Replacement coverage was obtained through Hill & Stone Insurance Agency, Inc. Remaining funds are being distributed to the membership. The library received a payment of \$34,000. Additional funds will be distributed after a pending lawsuit has been settled.

Committee Reports:

Services: No report. The committee usually meets once a year in late summer/early fall.

Long Range Planning: No report.

Finance: No report. The end of year 2015 draft was distributed.

RAILS: The delivery outsourcing service will begin no earlier than September 1, 2015. Mrs. Grabbe will attend the next meeting this month in Vernon Hills.

Friends: The Children's Book Sale grossed about \$8,000 this year. Trustee Levitsky attended on Thursday and was very impressed by the selection of materials available. The next board meeting is on June 20th.

Old Business: None

New Business:

President Gibson passed materials concerning the search for a new library director. She spoke with DeSha Kalmar, Director of Human Resources at The City of Lake Forest, for suggestions on how to proceed. Ms. Kalmar suggested beginning with Mrs. Grabbe as a source. Mrs. Grabbe prepared and distributed a job description. President Gibson said that having Ms. Kalmar speak with Trustee Champ or the board is an option. Ms. Kalmar suggested having a search firm selected by the end of July and to have several firms present to the board. She also mentioned the possibility of holding an assessment center where team leaders meet with top candidates as a group. Then bring in the candidates individually to ask what they would change or support about the job requirements. Mrs. Grabbe stated that many of the candidates

in this area will know one another and may not want their job search made public.

Trustee Travers asked if it is library policy to offer the Administrative Librarian position to current staff. Mrs. Grabbe said there is no policy, but the library does often hire from within. It will depend on the search criteria. For example, will the board require previous experience as a head of a library?

Trustee Dettling inquired about having a staff member participate in the selection process. Mrs. Grabbe said that would be up to the board.

Trustee Levitsky suggested having a board member from Deerfield Public Library speak to our board, as they recently went through a director search. He also suggested the possibility of holding special meetings to expedite the search process.

Incoming Trustee Rose mentioned that community contacts and their associated needs are also very important. Mrs. Grabbe stated the library directors today are well aware that that is an important part of the job.

Mrs. Grabbe thanked retiring board members Dettling and Gibson for their years of service (7 for Dettling and 6 for Gibson). They were presented with brass bookmarks and samples of a scent called "*In the Library*". President Gibson expressed her thanks to Mrs. Grabbe and the board.

The next meeting will be Tuesday, July 14, 2015.

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 8:14 p.m.

Respectfully submitted,

Lynn Casper
Secretary

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
MEETING**

Tuesday, July 14, 2015

MINUTES

Present: President Champ; Trustees Darling, Levitsky, Napier, Rose, and Travers; Administrative Librarian Grabbe; and Administrative Assistant Grasmick.

Absent: Trustees Bryant, Casper, and Puch; Youth Liaison, Akira Sanders.

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

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

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

Trustee Napier moved to accept the minutes of June 9, 2015. Trustee Rose seconded. Motion carried.

Administrative Librarian's Report:

Personnel: Andrew Nieman will be leaving his position at the adult circulation desk. He began as a stacker and moved up to the circulation desk while attending college. After finding fulltime work in his field, he stayed on part-time at the library. A recent promotion necessitates his resignation.

Christian Cacciatore and Alex Guiteras will be resigning as stackers.

Services: We had 308 visitors to the library booth at the last farmer's market.

Summer reading is in full swing and the children's programs have been very well attended. Mrs. Grabbe passed a copy of *The Lake Forester* that featured an article on the bubble program.

Adult summer reading is also going well. A popular weekly prize this year was a gift certificate for Lake Forest Hardware. Staff members are eligible for a \$20.00 Chamber gift certificate. The Adult Summer Reading Program is open only to Lake Forest residents.

The Friends of Lake Forest Library gave \$45,000 towards all library programming this year.

Trustee Rose asked how funds from the Friends are distributed. Mrs. Grabbe described the process of submitting items to the Wish List.

A Blackhawks jersey was placed over the image of the archer behind the adult circulation desk after the Stanley Cup win.

We are still firming up Lake Forest Reads: Ragdale programs for the fall.

Trustee Napier asked about how our LibraryBox service was doing. Mrs. Grabbe said that the program (a wireless network used to provide free eBooks and other content to the public) never really took off.

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

The library annual report was distributed. Mrs. Grabbe asked the board to review the report and ask any questions at the next meeting.

Draft 3 of April 2015 YTD was distributed.

The May 2016 YTD was distributed.

A pricing report comparing library costs of books versus eBooks was distributed.

The May 2016 Statistics were distributed.

Committee Reports:

Services: No report.

Long Range Planning: No report.

Finance: No report.

RAILS: Mrs. Grabbe attended a meeting on June 19th in Vernon Hills. Membership requirements have been set and they are minimal. RAILS is also looking into creating a certification program.

On July 8th Mrs. Grabbe attended a meeting in Northbrook about our move to a new materials delivery system. There is still no official start date, but our current driver let us know that he was told that September 11th will be his last day of employment. He also stated that new drivers are to start on September 14th (that is the week of the book sale).

Friends: They are receiving a tremendous amount of donations. In addition, they are receiving three deliveries from three generations of one family. The first delivery was 70 books and the second delivery was 90 books.

Old Business: The library director search plan was discussed. President Champ is waiting for a call back from Deerfield Public Library to set up a meeting to discuss their recent search for a new director.

Trustee Levitsky asked where we were in the process. He would like to see a plan in place so that the board doesn't run short on time. President Champ will speak with the Human Resources department at the City. Mrs. Grabbe suggested meeting with search firms in early fall. Those meetings would be open to the public. Trustee Rose felt that fall might be too late and that the board needs to be involved and not leave the process solely with the search firm. Mrs. Grabbe replied that hiring a search firm frees up board time as the firm will take care of the bulk of the work. The board will work with the search firm to set search criteria and qualifications. Trustees Rose and Levitsky suggested setting up a timeline and meeting to set criteria prior to search firm selection. President Champ replied that the City's Director of Human Resources has extensive experience and the board should give weight to her advice. Mrs. Grabbe said selection of a search firm should be the first priority. After that the board can work with the selected firm, or on their own, to draft the search criteria. Mrs. Grabbe believes there will be plenty of qualified candidates and that the choice will come down to whoever is the best fit. The board will also have to decide the level of staff involvement in the search.

New Business: July constitutes the official Annual Meeting and includes the election of Board Officers. The slate of officers for FY15/16 is:

President	Carol Champ
Vice President	Lynn Casper
Treasurer	Robert Napier
Secretary	Todd Puch

Trustee Levitsky moved to elect the submitted slate of officers. Trustee Travers seconded. Motion unanimously carried.

Board committee appointments were announced. Committee meetings are open to all trustees.

Trustee Levitsky said that he received good help from our reference staff during a recent project. But he also used the reference department at Lake Forest College to quickly obtain an obscure article. Mrs. Grabbe noted that we have had a good cooperative relationship with the college for many, many years. As part of that relationship, we issue library cards to Lake Forest College students.

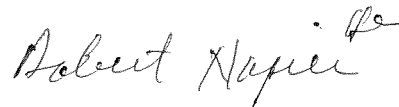
The next meeting will be Tuesday, August 11, 2015.

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

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

There being no further business, the meeting was adjourned at 8:22 p.m.

Respectfully submitted,



Robert Napier
Secretary Pro Tem

LAKE FOREST LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, August 11, 2015

MINUTES

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

Absent: Trustees Bryant and Rose; Youth Liaison Akira Sanders.

President Champ called the meeting to order at 6:35 p.m.

Trustee Levitsky moved to accept the minutes of July 14, 2015. Trustee Travers seconded. Motion carried.

Alice Calabrese Berry of Calaberry Consulting, L.L.C. was introduced. Calaberry Consulting is one of three search firms under consideration to assist the board in their search for a new Administrative Librarian. The current Administrative Librarian, Mrs. Kaye Grabbe, will retire in April of 2016. Mrs. Berry gave a presentation about her firm and the search process. Trustee Travers asked if search candidates tend to come from the same candidate pool for area libraries. Mrs. Berry said that positions filled by her firm did not come from candidates that had applied multiple times and that they had never had a candidate that wasn't a fit at one library fill a position at another library. Trustee Levitsky asked for more detail about the importance of culture and community in the search for a candidate. Mrs. Berry stated that each library includes staff with a specific way of operating and that each community has a unique relationship with their library. Management styles also vary from library to library. Mrs. Berry concluded her presentation and left the meeting at 7:02 p.m.

Administrative Librarian's Report:

Personnel: Jean Larson, Adult Services Librarian, will be resigning effective August 28th. Kate Buckardt, part-time Adult Services Librarian, will move into Jean's fulltime position. Vadim Seyfer, part-time Adult Services Librarian, will be leaving August 12th to accept a fulltime position at another library. Two new part-time librarians will be hired to fill the vacancies.

Services: The farmer's market has been very busy. We have between 200 – 300 contacts each week.

The summer reading program was a success. 3,557 attended children's programs this summer.

All Lake Forest College freshmen received information on our library and the September book sale.

Miscellaneous: June statistics were distributed.

The June FYTD Financial Report was distributed.

A library board calendar was distributed.

Committee Reports:

Services: No report.

Long Range Planning: No report.

Finance: No report.

RAILS: The new delivery service may be ready to start by mid-October.

Friends: They really need book sale volunteers as the BMW golf outing is the same week as the sale. Volunteer cards and book sale bookmarks were distributed. A book sale reception will be held on Wednesday, September 16th. Trustees will receive invitations.

Old Business: The administrative librarian search plan was discussed. Mrs. Grabbe sent the board search plan materials, including a summary of the meeting she, President Champ, and Trustee Casper had with DeSha Kalmar, City HR Director.

New Business: Serving our Public: Standards for Illinois Public Libraries, Chapter 5, Technology was reviewed and discussed. We meet all core standards except for two—patron self-checkout functionality and library application for E-rate discounts. A self-checkout unit would need to be located outside of the security gates, all 149,000 items would have to have new barcodes, and DVDs would need to be out of security cases. Privacy, convenience, a staff costs are some of the reasons to install a self-checkout system. But our library has a strong relationship with patrons. Patron credit card information would be required and some systems are not secure and refuse to update.

Trustee Levitsky asked about staff development. Mrs. Grabbe said the library has no official requirement, but staff are expected to attend programs, seminars, and meetings.

We do not apply for E-rate discounts because of restrictions on internet provider, equipment, and speed that is based on population. And state funding leads to concerns about continued support.

Library educational programs and training opportunities for patrons were discussed. We have the media lab with individual instruction; Tutor.com online database which offers live one-on-one help as well as a SkillsCenter Resource Library; and Atomic Training for unlimited access to thousands of short videos covering more than 500 of today's most popular software applications on both PCs and Macs.

Resource sharing was discussed. The Reciprocal Borrowing Program allows use of a valid Illinois library card at any Illinois library. Our participation in CCS allows patrons to easily browse holdings at other area libraries using our online catalog. Patron computers are open to anyone—with no time or residency limits. All programs (except for Adult Summer Reading) are open to everyone. We interlibrary loan 2.5 items for every 1 item we receive. We are working to reduce the number we send, but it is still a great resource.

Mrs. Grabbe introduced Lynn Elam, of Lynn Elam Consulting, at 7:27 p.m. Ms. Elam gave a presentation about her firm and the search process. Trustee Travers asked how many consults the firm handles in a year. Ms. Elam stated that she had six last year and they were regional, not just in Illinois. Trustee Levitsky asked what role the current administrative librarian would have in the search process. Ms. Elam said they are not usually involved in candidate selection, but do offer administrative support. Trustee Puch asked about the correlation between a candidate's presentation versus their skills and persona. Ms. Elam stated that some candidates excel at interviews and others do not perform as well. These challenges are one of the areas where a search firm becomes helpful. Ms. Elam concluded her presentation and left the meeting at 8:05 p.m.

Mrs. Grabbe mentioned that a library program was once again featured on the cover of *The Lake Forest Leader*.

Mrs. Grabbe passed a copy of a newsletter prepared by a first-time user of the media lab.

Mrs. Grabbe asked if there were any questions about the library annual report or the state annual report. There were none.

A graph of circulation statistics from 1960 – 2015 was distributed. The graph shows the correlation between growth and the economy on library circulation.

Heidi Voorhees, of Gov HR USA, will give her search firm presentation at the next board meeting. Ms. Voorhees was recommended by DeSha Kalmar at the City.

The next meeting will be on Tuesday, September 8, 2015.

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

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

There being no further business, the meeting was adjourned at 8:17 p.m.

Respectfully submitted,

Todd Puch
Secretary

LAKE FOREST LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, September 8, 2015

MINUTES

Present: Trustees Casper, Darling, Levitsky, Puch, Rose, and Travers; Youth Liaison, Akira Sanders; Administrative Librarian Grabbe; and Administrative Assistant Grasmick.

Absent: President Champ; Trustees Bryant and Napier.

Vice-President Casper called the meeting to order at 7:36 p.m.

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

Trustee Puch moved to accept the minutes of August 11, 2015. Trustee Darling seconded. Motion carried.

Heidi Voorhees of GovHR USA was introduced. Ms. Voorhees gave a presentation about her firm and the recruitment and selection process. She was Village Manager for Wilmette from 1990 to 2001. Her firm, Voorhees Associates (2009 – 2013), provided management consulting in compensation, performance evaluation, public safety and organizational audits. In 2011 Ms. Voorhees co-founded GovHR USA with Joellen Earl. She has conducted 200 executive recruitments, but has not yet done a library recruitment. Her partner has done municipal library recruitment. Ms. Voorhees has done several recruitments for the City of Lake Forest. The firm has contacts nationwide and about 30% of their business is repeat clients. They work in partnership with the board and share all background, education, and other candidate information. The firm screens and reviews all applicants and does outreach via email, social media, phone, and personal contact. Interviews are conducted via FaceTime or Skype to narrow down candidates. References and social media accounts are checked. A report is presented to the board on all candidates selected for initial consideration. Ms. Voorhees would work with trustees to prepare interview questions and would facilitate final interviews. She would also aid in contract negotiation. It is a 90 day process from start to contract signature of candidate.

Trustee Rose asked if local candidates would be interviewed in person—the answer was “Yes”. Ms. Voorhees believes a national search is important because, “You never know who is interested in coming home”. References are checked as thoroughly as possible, but candidates may not want to give their

current employer as an initial contact. Current references are checked at time of interview.

Trustee Levitsky asked if questions are tailored to the position, or more generic. And if the questions are more tailored, how are they determined. The firm would work with board and staff to craft questions based on the type of candidate they want to find.

Trustee Rose stated that final selection hinges on the importance of the intangible fit of a candidate to the organization. He asked what the firm's success rate was and how they dealt with failures. Ms. Voorhees said they take a deep look at what the board and staff are seeking. Also, the board will likely feel when a candidate is a good fit. They offer a 2-year placement guarantee. Perhaps three times in the past six years, candidates have left after about one year. Positions were quickly filled with candidates still in place.

Trustee Puch asked how they differentiate between a candidate who lacks interview skills and one who has better rapport with interviewees. Ms. Voorhees stated that initial interviews and research will give a broader view and show skills quite clearly.

Ms. Voorhees left the meeting at 8:05 p.m.

Trustee Travers asked about the proposed meeting with Deerfield trustees. No date has yet been set. Mrs. Grabbe will check on the status—time can still be made to meet with them.

Administrative Librarian's Report:

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

Personnel: Two part-time reference librarians have been hired: Jake Rogers and Karen Schachtschneider.

Services: Kate Buckardt is taking over Lake Forest Reads: Ragdale. The first Lake Forest Symphony's Listeners' Circle pre-concert lecture had 10 attendees.

Miscellaneous: The July 2015 Year-to-Date report was distributed.

Mrs. Grabbe distributed a copy of a letter to the editor she wrote in response to an editorial praising the new policy of no longer charging overdue fines adopted by several area libraries.

Trustee Rose asked about the possibility of having a trial period for a self-checkout unit in the front lobby to collect data and see how staff and patrons respond. Mrs. Grabbe stated that systems are not available for rent. Also, systems that read barcodes don't handle audiovisual material and that creates problems. Self-checkout will likely happen as the technology improves. Trustee Travers asked if patron surveys have shown an interest in such a service. That has not been a requested service in the past.

Committee Reports:

Services: No report.

Long Range Planning: No report.

Finance: No report. October is the month when work on the levy usually begins. Mrs. Grabbe will confirm with Trustee Napier, but the committee will plan to meet at 6:30 p.m. on October 13, 2015.

RAILS: Mrs. Grabbe will attend a meeting next week. We have been informed by our delivery driver that his last day of employment is October 23rd. The new delivery service is expected to begin on October 25th. The state subsidy for internet service provider ICN (Illinois Century Network) has been eliminated. RAILS does not expect to receive any grant money for 2016.

Friends: Their annual sale meeting was held on August 22nd. They are all ready for the sale. PR materials are available for trustees to distribute. Volunteer signup cards were distributed—volunteers are needed for Friday and Sunday. 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.

Old Business: The selection of a search firm was discussed.

Trustee Levitsky moved and Trustee Travers seconded a motion to hire Lynn Elam Consulting at the stated terms. Motion unanimously carried.

New Business: The next meeting will be on Tuesday, October 13, 2015.

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

Trustee Puch moved, and Trustee Travers seconded, a motion to adjourn.
Motion carried.

There being no further business, the meeting was adjourned at 8:49 p.m.

Respectfully submitted,

Todd Puch
Secretary

LAKE FOREST LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, October 13, 2015

MINUTES

Present: President Champ; Trustees Casper, Darling, Levitsky, Napier, Puch, Rose, and Travers; Administrative Librarian Grabbe; and Administrative Assistant Grasmick.

Absent: Trustee Bryant; Youth Liaison, Akira Sanders.

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

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

Trustee Rose moved to approve the minutes of September 8, 2015. Trustee Travers seconded. Motion carried.

Lynn Elam, of Lynn Elam Consulting, was introduced. Copies of completed staff/stakeholder Characteristic Profile Surveys were distributed. Ms. Elam asked Mrs. Grabbe for, and was given, a list of stakeholders. Ms. Elam asked if there had been any verbal response from the Friends about the director search. Mrs. Grabbe stated that they want someone supportive of their organization. They also hope to retain their sorting/pricing space on the lower level.

Initial candidate recruiting has begun. A survey compilation will be provided to the board. Ms. Elam suggested scheduling interviews in March or April. Trustee Rose questioned whether that might be too late in the process. Ms. Elam expects most candidates to give 30 days' notice, so interviews could be scheduled for February/March. Ms. Elam will attend the November meeting to work with the board on setting a compensation range and choosing a job announcement. Sample job announcements were distributed and discussed. The layout of the Cedar Rapids announcement was appealing, perhaps with a more formal style of speech. Ms. Elam stated that language from the surveys will also shape the announcement. She will write up a draft announcement for board approval. ALA postings are for 60 days with cost based on length of announcement. ILA postings are for 30 days and cost \$100 for any length. There was discussion of whether or not to post salary range. ALA recommends posting—it is a public sector job and salaries are transparent. Mrs. Grabbe has a benchmark salary survey of area library director salaries that she will distribute

to trustees. Ms. Elam would like to post the announcement immediately after the November meeting. April 1 would be the end date for the candidate offer. The new director would begin on May 1. Mrs. Grabbe will spend one or two days of orientation with the new director. The recruitment timeline was discussed.

Trustee Darling left the meeting at 8:19 p.m.

Ms. Elam recommends scheduling two interview meetings, another meeting for making the candidate selection, and one contingency date. She stressed that board consensus for candidate selection is extremely important. If a candidate is not universally approved, she suggests bringing back other final candidates. Sample interview questions will be provided. The board will plan to hold interviews at the end of January to mid-February. Trustees should coordinate dates for evenings or Saturdays that all can attend. The four meeting dates will be set at the November meeting.

Ms. Elam left the meeting at 8:41 p.m.

Administrative Librarian's Report:

Personnel: Noah Murphy has been hired as a new Media Lab tech instructor.

Services: Lake Forest Reads: Ragdale is moving along. The final program, *A Conversation with Rebecca Makkai*, will be held on October 21st.

The Children's Library has been busy with fall book groups, storytimes, and craft projects.

The library will participate in Lake Forest High School's job shadowing program on November 5th and 6th.

Miscellaneous: The August 2016 Year-to-Date report was distributed.

The July and August FY2016 Statistics were distributed.

The Friends 2015/2016 Wish List was distributed.

Committee Reports:

Services: No report. The committee will meet at 7:00 p.m. on November 10.

Long Range Plan: No report.

Finance: The committee met tonight at 6:30 p.m. to discuss the FY17 levy. They recommend discussion and vote at the November meeting.

RAILS: The new delivery service is scheduled to begin on October 25th.

The system does not expect to receive state funding this year.

Friends: The September sale brought in \$118,000—that brings the total of all three sales to \$130,000.

October 18th – 24th is National Friends of Libraries week.

Old Business: None.

New Business: The next Board meeting will be Tuesday, November 10, 2015.

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

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

There being no further business, the meeting was adjourned at 8:49 p.m.

Respectfully submitted,

Todd Puch,
Secretary

LAKE FOREST LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, November 10, 2015

MINUTES

Present: President Champ; Trustees Casper, Darling, Levitsky, Napier, Puch, and Rose; Youth Liaison, Akira Sanders; Administrative Librarian Grabbe; and Administrative Assistant Grasmick.

Absent: Trustees Bryant and Travers.

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

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

Trustee Levitsky moved to accept the minutes of October 13, 2015. Trustee Rose seconded. Motion carried.

Lynn Elam, of Lynn Elam Consulting, was introduced. Candidate interview dates were discussed. Ms. Elam advises scheduling interview dates as closely as possible. Dates with the highest attendance availability were February 3, 6, 10, and 11. Interview times for weekdays at 5:00 p.m. and 7:00 p.m. and on Saturday at 9:30 a.m. and 11:30 a.m.

The job announcement was reviewed and discussed. Trustee Rose expressed concern about declining circulation and the importance of improving circulation as a part of the job description. There was discussion on the cyclical nature of circulation statistics and the value of circulation as a measure of library success. It was suggested that “residents” replace “volunteers”. Several other edits/changes were made.

The position’s beginning salary was discussed. Ms. Elam stated that it should not be any lower than Glencoe’s starting offer. \$110,000 was chosen as the beginning salary. Trustees will decide what the top of the range should be.

Trustee Levitsky asked about the difference between library functionality when boards are elected versus when they are appointed. Ms. Elam said candidates tend to prefer working with elected boards.

The board approved the job announcement revisions. The final copy will be sent to Mrs. Grabbe and the board.

Ms. Elam left the meeting at 8:17 p.m.

Administrative Librarian's Report:

Personnel: Wendy Davis, Manager of Adult Services, has announced her retirement effective January of 2016. She has been with the library for 15 years. A search for her replacement will begin soon.

The staff holiday party will be held on December 4th at Market House.

Services: There was minimal attendance for the symphony lecture.

No students were interested in job shadowing at the library.

Miscellaneous: The September FY16 Statistics, September YTD financials, approved Friends Wish List, and final audit were distributed.

Committee Reports:

Services: The committee met tonight to review Bylaws and Policies. A policy on tutors was added; the fee/fine schedule was revised. Revised copies will be sent out in the next board packet.

Long Range Plan: No report.

Finance: No report.

RAILS: A meeting will be held in December. The new delivery service has been doing well.

Friends: A copy of the approved Wish List was distributed: it includes \$6,500 for digitization of *The Lake Forester*. Much pristine fiction is being donated—300 books were received in one day recently.

Old Business: The FY17 levy was discussed. The latest numbers from the City calculate a levy increase of 1% for the library.

The Finance Committee recommends approval.

Trustee Napier moved to approve a levy increase of 1% for FY2017. Trustee Puch seconded. Motion unanimously carried.

The Per Capita Grant application is being submitted for this year. We have not yet received money from last year's application.

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 12, 2016.

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

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

There being no further business, the meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Todd Puch
Secretary