

**Lake Forest Library Board of Trustees**  
360 E Deerpath Road, Lake Forest, IL 60045  
Regular Meeting Minutes  
7:30 p.m. January 10, 2017

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Wendy Darling, Elizabeth Grob, Ron Levitsky, Secretary, Todd Puch, Vice-President, David Rose, and Carrie Travers, Treasurer.

Absent: Lynn Casper, President, Beth Parsons, and Jayne Mai, Youth Liaison.

Staff: Library Director Catherine Lemmer and Administrative Assistant Judy Grasmick.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Darling made a motion, seconded by Trustee Arnson, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and  
CORRESPONDENCE

No request to address the Board.

6. APPROVAL OF MINUTES

Trustee Travers made a motion, seconded by Trustee Rose, to approve the following meeting minutes. Motion unanimously carried.

- a. December 13, 2016 Regular Board Meeting

7. MONTHLY FINANCIAL REPORT

November financials are pacing on track with the budget and investments are doing well.

8. LIBRARY DIRECTOR REPORT

- a. **Financial:** Elizabeth Holleb, Director of Finance and IT for the City of Lake Forest, is tentatively scheduled to attend the March board meeting. The library received a \$15,000 gift from the Buchanan Family Foundation and is investigating meaningful uses for the gift. One option is lighting replacement in the rotunda and another is a flip of the director's office with the conference room as a practical way to add a small program space.
- b. **Services:** The children's *Noon Year's Eve Celebration* on December 31<sup>st</sup> had 184 attendees. 20 people attended the blood drive on January 5<sup>th</sup>. The Exam Escape attracted lots of students. Final planning is wrapping up for February's *With Love, From Your Library* event. The library is exploring the possibility of allowing patrons to place holds on DVDs and may do a test run soon. Additional copies of popular DVDs will be added to the DVD2GO machine.

Trustee Levitsky inquired about the lowered timetable for the lending of new materials to the other consortium libraries. As a test, the time period was reduced from 6 months to 3 months in November. There was a rise in December lending. The goal is make sure Lake Forest residents have access to the materials before sharing them. Ms. Lemmer explained

she is keeping a close eye on the numbers and will extend out the period if necessary at the end of February.

- c. **Building & Maintenance:** Bids are being sought for a keyless entry system to secure the back door.

9. FRIENDS REPORT

The holiday materials sale in the lobby made \$600. There were 70 attendees at the Bertha Palmer program held on January 9<sup>th</sup>. The next board meeting will be held on January 21<sup>st</sup>. A vote on the Wish List is expected at the meeting. The library is working with the Friends on the upcoming school art shows. Small receptions are being planned for the two juried shows to increase community awareness.

10. OLD BUSINESS

- a. Carpet Replacement in Children's Library (ACTION)  
This carpet replacement was planned and is accounted for in the current budget. The work will be done during the day to reduce labor costs.  
Trustee Rose made a motion, seconded by Trustee Levitsky, to approve the proposal from *apostrophe' design inc.* in the amount of \$36,117.00. Motion unanimously carried.
- b. Approve Expense Reimbursement Policy & Amendment to Personnel Policy (ACTION)  
State law now requires all state public entities to establish an expense reimbursement policy. This policy will document library procedures already in use. The adoption of the Expense Reimbursement Policy requires a change to an existing Personnel Policy: Staff Development (pages 42-43 of the current Board Policy manual).  
Trustee Arnson made a motion, seconded by Trustee Grob, to approve the Expense Reimbursement Policy and amend the Personnel Policy. Motion unanimously carried.
- c. Review Library Patron Survey and Vendors  
Ms. Lemmer spoke with Donna Fletcher, of *Donna E. Fletcher Consulting, Inc.* Ms. Fletcher worked with Cook Memorial Public Library District on their survey. She would prepare the survey and use the collected data to guide the strategic plan. Estimated cost is \$23,000. Ms. Fletcher's company is based in Highland Park and she serves on the library board. Her timeframe is shorter than that provided by NCS. Sample survey questions were distributed. Ms. Lemmer has a call scheduled with another consultant tomorrow. Trustee Travers asked how patrons will be directed to an online survey and what the expected response rate might be. Ms. Lemmer stated that 30% responded to the City survey which had an online option. Ways to get residents to complete a survey were discussed. Trustee Levitsky asked if vendor references are being checked. Ms. Lemmer replied yes, that this is a considerable expense and requires careful selection. She will seek one more vendor and further vet current prospects. The Board will review the sample questionnaire to better understand how to proceed once a vendor is selected.

11. NEW BUSINESS

- a. Carpet Replacement in First Floor Stacks, AV, and Technical Services Areas  
Deferred to FY2018
- b. Approve Replacement of Fire Door (ACTION)

A semiannual fire inspection identified a need for a new fire door at the entrance to the boiler room. Estimated cost is \$2,000 to \$4,000.

Trustee Travers made a motion, seconded by Trustee Arnson, to approve the replacement of the fire door. Motion unanimously carried.

c. Approve 2017 Landscaping Contract (ACTION)

The landscape contract was discussed. *don fiore company, inc.* understands our property and its needs. Their pricing was competitive with three other bids submitted. Ms. Lemmer recommends continuing the contract for one year.

Trustee Travers made a motion, seconded by Trustee Darling, to approve the 2017 landscape contract with *don fiore*. Motion unanimously carried.

d. Change in Date of March Board Meeting

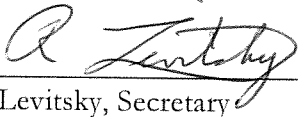
Changing the date of the March Board Meeting from March 14, 2017 to March 7, 2017 was discussed. The Board approved the change.

12. ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Puch, to adjourn the meeting at 8:23 p.m. Motion unanimously carried.

Next Board meeting: February 14, 2017 at 7:30 p.m.

Next Board Finance Committee meeting: February 14, 2017 at 7:00 p.m.



Ron Levitsky, Secretary

Minutes approved by the Board on 2-14-17

**Lake Forest Library Board of Trustees**  
360 East Deerpath Road, Lake Forest, IL 60626  
Finance Committee Meeting Minutes  
6:30 p.m., February 14, 2017

1. CALL TO ORDER

The Meeting was called to order at 6:30 p.m.

2. ROLL CALL

Present Board Members: Carrie Travers, Chair, Lynn Casper, Board President; Todd Puch, Board Vice President, and Ron Levitsky, Board Secretary.

3. SECRETARY PRO TEM

Ms. Lemmer agreed to serve as secretary for the meeting.

4. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

5. APPROVAL OF THE AGENDA

Trustee Puch made a motion, seconded by Trustee Casper, to approve the agenda. Motion unanimously carried.

6. APPROVAL of MINUTES

Trustee Levitsky made a motion, seconded by Trustee Puch, to approve the minutes of the November 9, 2016 Finance Committee. Motion unanimously carried.

7. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD COMMITTEE

No request to address the Board.

8. OLD BUSINESS

There was no old business.

9. DISCUSSION AND APPROVAL OF THE FY18 BUDGET

The committee engaged in a thorough review and significant discussion of the proposed FY18 budget as presented by Ms. Lemmer. It was suggested that the budget be amended to reflect the funds given by the Friends of Lake Forest Library. Trustee Puch made a motion, seconded by Trustee Levitsky, to approve the FY18 as amended to note the funding provided by the Friends of Lake Forest Library and bring the FY2018 to the full board at the March 7, 2017 board meeting.

Motion unanimously carried with a roll call vote.

10. ADJOURNMENT

There being no further business, Trustee Levitsky made a motion, seconded by Trustee Casper, to adjourn at 7:23 p.m. Motion was unanimously carried.



Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Finance Committee on October 10, 2017

**Lake Forest Library Board of Trustees**  
360 E Deerpath Road, Lake Forest, IL 60045  
Regular Meeting Minutes  
7:30 p.m. February 14, 2017

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Lynn Casper, President, Wendy Darling, Elizabeth Grob, Ron Levitsky, Secretary, Beth Parsons, Todd Puch, Vice-President, David Rose, and Carrie Travers, Treasurer; and Jayne Mai, Youth Liaison.

Absent: None

Staff: Library Director Catherine Lemmer, Head of Adult Services Felicia Song, and Administrative Assistant Judy Grasmick.

3. ADDITIONS TO THE AGENDA

The January Financial Report was added to agenda item 7.

4. APPROVAL OF THE AGENDA

Trustee Puch made a motion, seconded by Trustee Levitsky, to approve the agenda as revised. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and  
CORRESPONDENCE

No request to address the Board.

6. APPROVAL OF MINUTES

Trustee Travers made a motion, seconded by Trustee Parsons, to approve the following meeting minutes. Motion unanimously carried.

- a. January 10, 2017 Regular Board Meeting

7. MONTHLY FINANCIAL REPORT

December and January financials are in good shape with salaries under budget and gifts over budget. January and February are big months for materials purchasing, but it is likely that spending will be under budget.

Trustee Puch made a motion, seconded by Trustee Rose, to approve the December and January financial reports. Motion unanimously carried with a roll call vote.

8. LIBRARY DIRECTOR REPORT

- a. **Services:** The library has been trying many types of programs and services and is receiving good feedback on programs. A new Drive-in Movies program was offered in Children's last Saturday and the library was very busy with adults on Sunday. Historically, Sundays are busier than Saturdays. Adult Services has been pulling out all the stops. Local vendors participating in the *With Love, From Your Library* campaign will be invited to attend the *Lake Forest Reads: Ragdale* author event. Congressman Brad Schneider contacted the library to inquire about hosting quarterly meetings at the library. The Services committee is scheduled to meet in March and can discuss meeting space usage.

Trustee Rose inquired about the significant increase in Electronic Resources numbers in the December statistics. Ms. Lemmer replied that numbers are inflated due to the way

resources are opened in one of our EBSCO database subscriptions. The *Exam Escape* program drove up attendance numbers. Adding additional copies of new DVDs increased usage at the DVD2GO machine.

- b. **Building & Maintenance:** The Children's Library replacement carpet will be installed in April.
- c. **Cooperative Computer Services (CCS):** The governing board voted to approve a move to a new ILS in June of 2018, if contract negotiation is successful. The current database needs to be cleaned up to run more effectively.

9. FRIENDS REPORT

Bernie's Book Bank receives donations that they cannot use. The Friends have been taking many of these books. At the January 21, 2017 meeting, the Friends Board approved an award of \$89,600 for library programming support, including tables and chairs, website upgrades, and continued digitization of *The Lake Forester*.

10. OLD BUSINESS

- a. Presentation by Strategic Planning Consultant  
*Donna E. Fletcher Consulting, Inc.* presented their community survey and strategic planning proposal to the Board. At the end of the proposal, the Board asked many questions about data collection, survey development, development of the strategic plan, and the costs of the proposal. The *Donna E. Fletcher Consulting, Inc.* team then left the meeting at 8:45 p.m.
- b. Discussion and Authorization of Retention of Strategic Planning Consultant (ACTION)  
Trustees Rose and Levitsky reported on the meeting with *Sarah Keister Armstrong & Associates LLC* and their proposal. Trustees Rose and Levitsky, Ms. Song, and Ms. Lemmer answered questions regarding the meeting with *Sarah Keister Armstrong & Associates LLC*. Ms. Lemmer reported on the responses to the reference checks on both consultants. The Board engaged in a lengthy discussion of the merits of each proposal. Trustee Levitsky then made a motion, seconded by Trustee Arnson, to retain *Sarah Keister Armstrong & Associates, LLC*. to help the library do a community survey and write a strategic plan for an amount not to exceed \$15,000. Motion unanimously carried with a roll call vote.

11. NEW BUSINESS

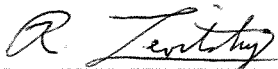
None

12. ADJOURNMENT

Trustee Puch made a motion, seconded by Trustee Rose, to adjourn the meeting at 9:17 p.m.  
Motion unanimously carried.

Next Board meeting: March 7, 2017 at 7:30 p.m.

Next Board Services Committee meeting: March 7, 2017 at 7:00 p.m.



Ron Levitsky, Secretary

Minutes approved by the Board on

*March 7, 2017*

**Lake Forest Library Board of Trustees  
Services Committee  
Meeting Minutes  
7:00 p.m., March 7, 2017**

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Chair Ron Levitsky.

2. APPOINTMENT OF SECRETARY PRO TEM

Ms. Lemmer agreed to take the minutes and serve as secretary for the meeting.

3. ROLL CALL

Present Board Committee Members: Germaine Arnson, Ron Levitsky, and David Rose.

Absent: Trustee Elizabeth Grob

Guest: Trustee Lynn Casper, Board President. Staff: Library Director Catherine Lemmer.

4. ADDITIONS TO THE AGENDA

None.

5. APPROVAL OF THE AGENDA

Trustee Rose made a motion to approve the agenda, seconded by Trustee Arnson.  
Motion unanimously carried.

6. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD and  
CORRESPONDENCE

No request to address the Board.

7. APPROVAL OF MINUTES

Trustee Arnson made a motion to approve the minutes of the December 13, 2016 meeting, seconded by Trustee Rose. Motion unanimously carried.

8. OLD BUSINESS

None.

9. NEW BUSINESS

Trustee Levitsky introduced the proposed *Gift, Gift Acceptance, Sponsorship and Grant Policy*. He briefly reviewed his research from other libraries and various library associations. After a lengthy and thorough discussion of the policy, Trustee Rose made a motion, seconded by Trustee Arnson, to recommend the adoption of policy to the full board at its April 2017 meeting. Motion unanimously carried.

The Board then discussed a variety of programming ideas, including programming for teens and special needs individuals. Ms. Lemmer informed the committee the Library

had a created a help guide for Fake News on the Library website and updated the committee on Section 501(c)3 status options and liquor licenses for special events.

Trustee Rose inquired if the Library has ever retained an architect or space use consultant to review possible expansion areas or re-use of existing space in the building. This led to a discussion of possible reconfiguring of spaces in the Library. It was decided that further actions would be dictated by the 2017 Community Survey.

#### 10. ADJOURNMENT

Trustee Rose made a motion and Trustee Arnson seconded, to adjourn the meeting at 7:28 pm. Motion carried.



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Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Services Committee on: June 13, 2107



**Lake Forest Library Board of Trustees**  
360 E Deerpath Road, Lake Forest, IL 60045  
Regular Meeting Minutes  
7:30 p.m. March 7, 2017

1. CALL TO ORDER

The meeting was called to order at 7:31 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Lynn Casper, President, Ron Levitsky, Secretary, Todd Puch, Vice-President, David Rose, and Carrie Travers, Treasurer.

Absent: Wendy Darling, Elizabeth Grob, and Beth Parsons; Jayne Mai, Youth Liaison.

Staff: Library Director Catherine Lemmer, and Administrative Assistant Judy Grasmick.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Levitsky made a motion, seconded by Trustee Rose, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and  
CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in January and February was distributed.

6. APPROVAL OF MINUTES

Trustee Arnson made a motion, seconded by Trustee Travers, to approve the following meeting minutes. Motion unanimously carried.

- a. February 14, 2017 Regular Board Meeting

7. MONTHLY FINANCIAL REPORT

The February financials will be distributed at the April meeting. The library continues to be on budget for the fiscal year.

8. LIBRARY DIRECTOR REPORT

- a. **Financial:** Elizabeth Holleb, Director of Finance and IT at the City, is scheduled to attend the April board meeting to discuss investment opportunities.
- b. **Services:** February statistics will be distributed at the April meeting. Furniture will stay as is in the conference/small program room until results are received from the community survey. Final vendor selection is being made for the website redesign and will be brought to the April board meeting. The library seeks liquor licenses from the City as needed for individual programs. Usage will be monitored this year to evaluate the possibility of streamlining the process. The MyMediaMall consortium has formed a committee to draw up a governance structure to include best practices and management processes.

Trustee Rose inquired about the possibility of e-media offerings being available in a single website location. Ms. Lemmer stated that items are now in the catalog, but each vendor has different material access from providers. Thus, changes in e-media delivery are unlikely to occur for some time.

Trustee Levitsky spoke about the Legislative Breakfast and stated that discussion was very civil and left him with a hopeful impression.

- c. **Building & Maintenance:** A section of the Nicolai Remisoff mural on the southeast wall of the rotunda is being pushed loose from the wall by salts migrating from the exterior brick. A proposal for removal and repair of this panel is expected soon. After speaking with many vendors, a first stage bid was received for the keyless door system. An additional quote will be sought for electrical work needed for the new system.
- d. **Reaching Across Illinois Library System (RAILS):** No report.
- e. **Cooperative Computer Services (CCS):** No report.

9. SERVICES COMMITTEE REPORT

The committee met prior to tonight's board meeting and reviewed a proposed *Gift, Gift Acceptance, Sponsorship and Grant Policy*. The committee voted to send the policy to the City Attorney for review and then to the full board for review and adoption at the April meeting. The committee will also explore programs for young people and those with special needs. As a continuation of the liquor license topic, trustees floated the idea of holding special events such as weddings, wine-tastings, etc. at the library.

Trustee Puch entered the meeting at 7:43 p.m.

10. FINANCE COMMITTEE REPORT

The FY2018 budget was discussed. Trustee Travers commended Ms. Lemmer for going over the budget with a fine-tooth comb. The City is promoting public/private partnerships. Trustee Rose asked about building maintenance costs for the past two years. Ms. Lemmer stated that those costs will be under budget this year. Library fines will likely be reduced due to the new ILS with 3-week checkouts and auto renewals. Special projects includes the community survey/strategic plan and the website overhaul.

Trustee Levitsky asked if reserve funds are distinct and separate. Ms. Lemmer stated that they are and that reserves demonstrate planning and fiscal responsibility.

Trustee Travers moved to approve the FY2018 budget. Trustee Puch seconded. Motion unanimously carried with a roll call vote.

11. FRIENDS REPORT

Donations are pouring in. Three book sales will be held this spring—cookbooks and garden books in April, a paperback sale in May, and separate Children's and Young Adult sales in June.

12. OLD BUSINESS

None

13. NEW BUSINESS

- a. Discussion and Approval of the FY2018 Budget (ACTION)  
See Finance Committee Report above.

- b. Discussion and Approval of the FY2018 Holiday/Closings Schedule (ACTION)  
The schedule was reviewed. Trustee Arnson moved to approve the FY2018 Holiday/Closings Schedule, seconded by Trustee Travers. Motion unanimously carried.
- c. Review and Action on 5 ILCS 120/2(21) Review of Closed Session Minutes (ACTION)  
The minutes of closed sessions from 2015 and 2016 were reviewed and discussed. Trustee Puch moved that upon review of the minutes of Executive Sessions of the Board of Trustees meetings on April 14, 2015, February 11, 2016, March 2, 2016, March 3, 2016, and March 14, 2016, the Board finds that the need for confidentiality still exists as provided under 5 ILCS 120/2(c)1 and that the minutes should remain closed. Trustee Levitsky seconded. Motion unanimously carried.
- d. Update on Community Survey and Strategic Plan  
The community survey was discussed. Ms. Lemmer placed a call to *Sarah Keister Armstrong & Associates, LLC* to inquire about creating a separate teen survey and to find out if there would be an additional cost to do so. The survey sample is simple, quick, easy, and user-friendly. Email addresses will be harvested from the library ILS and postcards will be mailed to all homes.

#### 14. ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Puch, to adjourn the meeting at 8:13 p.m.  
Motion unanimously carried.

Next Board meeting: April 11, 2017 at 7:30 p.m.

  
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Ron Levitsky, Secretary

Minutes approved by the Board on April 11, 2017

**Lake Forest Library Board of Trustees**  
360 E Deerpath Road, Lake Forest, IL 60045  
Regular Meeting Minutes  
7:30 p.m. April 11, 2017

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Lynn Casper, President, Wendy Darling, Elizabeth Grob, Ron Levitsky, Secretary, Beth Parsons, Todd Puch, Vice-President, David Rose, and Carrie Travers, Treasurer.

Absent: Jayne Mai, Youth Liaison.

Staff: Library Director Catherine Lemmer, and Administrative Assistant Judy Grasmick.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Puch made a motion, seconded by Trustee Levitsky, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and  
CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in March was distributed.

6. APPROVAL OF MINUTES

Trustee Parsons made a motion, seconded by Trustee Arnson, to approve the following meeting minutes. Motion unanimously carried.

a. March 7, 2017 Regular Board Meeting

7. PRESENTATION BY ELIZABETH HOLLEB, DIRECTOR OF FINANCE AND IT, CITY  
OF LAKE FOREST

Ms. Holleb presented the City's updated investment policy. Good banking relationships and favorable interest rates were in place, but the City wanted to prepare for any potential changes. The policy was approved in February 2017. Illinois State Statutes define investment options for municipalities. Trustee Levitsky inquired about the library's financial relationship with the City and whether it would be pragmatic for the library to manage its own funds. Ms. Holleb stated that the City could act as an agent for library investment choices. The library represents 3% of the City budget. All library funds are currently in cash. The City will stagger investment maturity based on projected budget needs. The City will share its investment parameters policy with the library once it has been approved. Some City funds will be very similar to the Library fund. An annual financial review is recommended. The library receives quarterly financial reports from the City. The Finance Committee will meet to discuss library investments prior to July. Ms. Lemmer will ask other area libraries how they invest. Ms. Holleb left the meeting at 7:58 p.m.

8. MONTHLY FINANCIAL REPORT

The February 2017 financial report was discussed. The library continues to be on budget for the fiscal year. Capital expenses are far under budget. The library continues to update and make small repairs. The age of the building and ADA recommendations are the biggest potential costs.

Trustee Levitsky asked about reserve funds. Ms. Lemmer stated that in a crisis situation with the building, it should be possible to move funds. She will verify this with the state library.

Trustee Levitsky made a motion, seconded by Trustee Grob, to approve the February financial report. Motion unanimously carried with a roll call vote.

9. LIBRARY DIRECTOR REPORT

- a. **Services:** February statistics were distributed. Trustee Rose commented that e-Media usage is up. Ms. Lemmer stated that Web Hits were likely higher due to staff and website vendors browsing the site in preparation for the website redesign project. The library is also pushing social media. There were 19 attendees at the *Get Your Story Published* program on April 8. There is a waiting list for the *Have a Story to Tell?* writing program on April 15.
- b. **Building & Maintenance:** A second proposal for removal and repair of the Nicolai Remisoff mural on the southeast wall of the rotunda was distributed. Trustee Levitsky suggested a future board discussion concerning library art and the library serving as art conservationists.
- c. **Reaching Across Illinois Library System (RAILS):** No report.
- d. **Cooperative Computer Services (CCS):** No report.

10. FRIENDS REPORT

A board meeting was held on April 8. There is just under \$700,000 in the bank. Much of that amount will be moved to Vanguard funds in \$100,000 increments. The Friends would like to fund a big project. The community survey results may reveal library needs. Several book sales will be held in the next couple of months.

11. OLD BUSINESS

- a. Discussion and Approval of the Gift, Gift Acceptance, Sponsorship and Grant Policy (ACTION)
- b. Discussion and Approval of the amendment of the Gifts, Special Collections, Lake Forest Authors, and Ragdale Authors Policy (ACTION)  
The policies were discussed. The Services Committee recommended approval and the policy changes were also reviewed by the City attorney. Trustee Levitsky moved to adopt the Gifts, Gift Acceptance, Sponsorship, and Grant Policy and to amend and rename the Gifts, Special Collections, Lake Forest Authors, and Ragdale Authors policy as presented. Trustee Puch seconded. Motion carried.
- c. Update on Community Survey  
The survey was discussed. A postcard mockup and a print sample of the survey were distributed. The survey will go live on April 17. Emails will go out to 3,800 patrons, postcards will be mailed to all households, and print surveys will be available in the library. Sarah Keister Armstrong met with staff, with good result, during the staff institute. Board members were encouraged to complete the survey.

12. NEW BUSINESS

- a. Discussion and Approval of LaForce, Inc. (security) contract (ACTION)  
The security quotation was discussed. Staff have been asking for this for some time. A public building needs to be secured and the City uses this vendor. The Friends will have

limited access and have been working out details with the library. Trustee Levitsky moved to accept the contract from LaForce, Inc. for an amount not to exceed \$5,380.00. Trustee Arnson seconded. Motion unanimously carried with a roll call vote.

b. Discussion and approval of the LibraryMarket (website) contract (ACTION)

The LibraryMarket contract was discussed. A small staff committee examined all library needs. The site will be responsive to work on any device. The new Polaris platform should have a much improved catalog interface. If it doesn't, app development is a possibility. The Friends will fund \$15,000 of the website design cost. Trustee Parsons asked if acceptance criteria were part of the contract. Trustee Rose suggested producing a creative brief to ensure that the new website vision is equal between parties. LibraryMarket submitted a separate contract for logo design and development. Trustee Arnson asked how logo design direction will be developed. Ms. Lemmer stated that logo design is in a preliminary discussion stage. Additional discussion would include design basics, color, the building, purpose, etc. and then team brainstorming. Further discussion on website and logo design deferred until May to allow further information gathering.

13. EXECUTIVE SESSION PER 5 ILCS 120/2(c)1: DISCUSSION AND APPROVAL OF LIBRARY DIRECTOR'S FY2018 COMPENSATION

Trustee Puch moved to enter Executive Session at 8:59 p.m. to discuss the library director's compensation. Trustee Parsons seconded. Motion carried.

Executive Session closed at 9:21 p.m. The board discussed the highlights of Ms. Lemmer's tenure and awarded a 2.5% salary increase. They expressed pleasure that she joined the library staff and commended her dedication, hard work, and goals for the coming year.

14. ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Parsons, to adjourn the meeting at 9:23 p.m. Motion unanimously carried.

Next Board meeting: May 9, 2017 at 7:30 p.m.



Ron Levitsky, Secretary

Minutes approved by the Board on Sun April 11, 2017 or May 9, 2017



**Lake Forest Library Board of Trustees**  
360 E Deerpath Road, Lake Forest, IL 60045  
Regular Meeting Minutes  
7:30 p.m. May 9, 2017

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

2. ROLL CALL

Present Board members: Lynn Casper, President, Wendy Darling, Elizabeth Grob, Ron Levitsky, Secretary, Beth Parsons, David Rose, and Carrie Travers, Treasurer.

Absent: Germaine Arnson and Todd Puch, Vice-President; Jayne Mai, Youth Liaison.

Staff: Library Director Catherine Lemmer, and Administrative Assistant Judy Grasmick.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Travers made a motion, seconded by Trustee Rose, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and  
CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in April was distributed.

6. APPROVAL OF MINUTES

Trustee Parsons made a motion, seconded by Trustee Travers, to approve the following meeting minutes. Motion unanimously carried.

- a. April 11, 2017 Regular Board Meeting

7. MONTHLY FINANCIAL REPORT

The March 2017 financial report was discussed. The library budget is generally on track for the fiscal year. There is an overage in medical expenses due to a first quarter increase of 6%. All materials purchases have been completed. An overage in programming will stay in order to allow the library's and Friend's fiscal years to better align. The deposit for the strategic plan was also part of the programming budget line. Ms. Lemmer has been investigating reserve strategies. Funds may be accumulated as long as a specific plan is stated. The library should draft a formal plan. Ms. Lemmer will gather numbers and pass them on to the City attorney for review.

Trustee Rose asked about the low capital expenses. Ms. Lemmer stated that the second installment for the Children's carpet replacement is still due. In addition, lighting improvements, mural repair/restoration, and a water leak repair are anticipated. Trustee Rose asked the library to look at ways to improve the audiovisual level—particularly access to the materials.

Ms. Lemmer expects that the results of the community survey may also weigh in on this issue.

Trustee Darling made a motion, seconded by Trustee Travers, to approve the March 2017 financial report. Motion unanimously carried with a roll call vote.

8. LIBRARY DIRECTOR REPORT

- a. **Services:** Due to patron requests, the library has begun to add Blu-ray Discs to the DVD collection. There had been some consideration given to the possibility that this community

would skip Blu-ray and move directly to streaming. The library does benchmark with other area libraries. The use of DVD security cases is being reviewed. Trustee Rose suggested that the library consider increasing the number of newly released DVDs that are purchased. Trustee Travers stated that she enjoyed reading the public correspondence each month. Invitations from the City for the Lake Forest Institute were distributed. President Casper stated that she had attended in the past and found it useful. Three staff members attended the ILA's Reaching Forward Conference. Two attended YA programming sessions and one attended technology sessions.

The Services Committee will meet at 7:00 p.m. prior to the June 13 board meeting.

March statistics were distributed. Trustee Rose commented on the increase in patron visits. Ms. Lemmer replied that this was likely due to increased programming and said that offering new programs gives patrons permission to suggest additional programs. Today's *Coffee with Books* program in the courtyard had 11 attendees. Three of those attendees remarked that they had not been to the library in a long time. Trustee Levitsky noted that though more programs were offered, attendance per program was down. He wondered if there is a point where we offer too many programs to achieve high enough attendance. Ms. Lemmer stated that some programs (such as computer training classes) have attendance limits. Program offerings are an ongoing library discussion, including changing up dates and times to see what attracts the best audience. Separating numbers for adult versus children's programs would also be useful. Trustee Travers mentioned a photo posted on the library's Facebook page showing a patron and the book of photographs she created using the media lab. Trustee Travers stated that photos are very appealing and are a good way to advertise the value of the media lab's service offerings.

b. **Reaching Across Illinois Library System (RAILS):** No report.

c. **Cooperative Computer Services (CCS):** No report.

#### 9. FRIENDS REPORT

The cookbook sale earned slightly more this year compared to last year. Using the conference room made setup easier and allowed for better display of the books. A paperback book sale will be held on Saturday, May 20. On June 8, 9, and 10, a teen book sale will be held in the lobby and a children's book sale will be held in the conference room.

#### 10. NEW BUSINESS

- a. Discussion and appointment of Nominating Committee for FY2018 officer slate  
President Casper asked for volunteers to serve on the nominating committee. President Casper, Treasurer Travers, and Secretary Levitsky will serve as the nominating committee. The committee will meet at 6:40 p.m. prior to the Services Committee meeting on June 13.
- b. Discussion and approval of the FY2018 Board Meeting Schedule (ACTION)  
The board meeting schedule was reviewed. Trustee Parsons moved, and Trustee Grob seconded a motion to approve the FY2018 board meeting schedule. Motion unanimously carried.
- c. Discussion and approval of the non-resident fee (ACTION)  
The non-resident fee card program was discussed. The calculated cost of a non-resident fee card for FY2018 is \$542.11. Trustee Levitsky asked if cards for unserved residents need to be purchased from the library adjacent to where they live. Ms. Lemmer will verify the



requirements. Trustee Levitsky moved to participate in the non-resident fee card program and to approve the \$542.11 cost of the card for FY2018. Trustee Darling seconded. Motion unanimously carried with a roll call vote.

d. Discussion and approval of *Computer View Inc.* service contract (ACTION)

The *Computer View Inc.* remote LAN management agreement was reviewed. The library has a long relationship with Computer View. Cost of the service increased 3% from last year. The contract for these services will go out for bid next year. Trustee Darling moved to accept the agreement with *Computer View Inc.* and Trustee Parsons seconded. Motion unanimously carried with a roll call vote.

e. Discussion and approval of FY2018 insurance coverage (ACTION)

The FY2018 insurance proposal from *Hill and Stone Insurance Agency, Inc.* was reviewed. The individual components were bid out. They are also shopping the expiring Management Liability coverage. The library is a high maintenance client and we receive excellent service from *Hill and Stone*. Trustee Levitsky asked if the Management Liability policy would shield the library board from lawsuits. Ms. Lemmer replied that the board could be sued, but coverage would be provided for "acts in good faith" and "unintentional acts," but not for "acts of bad faith." The listing of Friends of the Lake Forest Library as a named insured was questioned. Ms. Lemmer replied that the Friends would be covered like any other business—while moving boxes, driving trucks, etc. Trustees asked if insurance costs could be reduced if the Friends were not covered. Ms. Lemmer will check. There was a question about the fine arts appraisal. Ms. Lemmer was not certain when the last formal appraisal was done, but increases are rolled into the appraisal each year. Ms. Lemmer will check with CBIZ (our asset appraisal company) about whether a new physical appraisal is needed.

Trustee Rose moved to accept the FY2018 insurance coverage proposal from *Hill and Stone Insurance Agency, Inc.* Trustee Darling seconded. Motion unanimously carried with a roll call vote.

## 11. OLD BUSINESS

a. Update on community survey

As of yesterday, there were 490 adult and 76 teen online surveys completed and 65 adult and 7 teen print surveys completed for a total of 638 completed surveys. There has been good distribution so far. We will make an additional push by email and via handouts at the teen art reception on May 22. The survey will remain open for the Exam Escape program on May 30 and 31. Focus groups and talks with community leaders will take place in June.

b. Discussion and approval of the *LibraryMarket* contracts (ACTION)

The *LibraryMarket* contract was discussed. Ms. Lemmer stated that she has confidence in their ability to deliver on their work with our library. They have substantial library and library organization experience. *LibraryMarket* will lead the library through the website creative process. The calendar/scheduling component is extremely important and they are completely on board with that feature. *LibraryMarket* offers specialized guidance for library websites. We have shown them website sections from other libraries that we love/hate.

The logo design and development contract was discussed. The library has no logo and a logo is critical. *LibraryMarket* will work with the library to create a logo. They will ask many questions and send three or four sample designs. Changes will be made until a happy consensus is reached.

Trustee Levitsky moved to accept the *LibraryMarket* website design and development contract. Trustee Darling seconded. Motion carried unanimously with a roll call vote.

Trustee Travers moved to accept the *LibraryMarket* logo design and development contract. Trustee Grob seconded. Motion carried unanimously with a roll call vote.

Trustee Grob is relocating and must resign from her position on the board. Ms. Lemmer thanked her for her service and presented a parting gift.


## 12. ADJOURNMENT

Trustee Parsons made a motion, seconded by Trustee Travers, to adjourn the meeting at 8:52 p.m. Motion unanimously carried.

Upcoming meetings: **Nominating Committee** – June 13, 2017 at 6:40 p.m.

**Services Committee** – June 13, 2017 at 7:00 p.m.

**Regular Board** – June 13, 2017 at 7:30 p.m.

  
\_\_\_\_\_  
Ron Levitsky, Secretary

Minutes approved by the Board on June 13, 2017

**Lake Forest Library Board of Trustees**  
360 E Deerpath Road, Lake Forest, IL 60045  
Regular Meeting Minutes  
7:30 p.m. June 13, 2017

1. CALL TO ORDER

The meeting was called to order at 7:31 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Lynn Casper, President, Wendy Darling, Elizabeth Grob, Ron Levitsky, Secretary, Todd Puch, Vice-President, David Rose, and Carrie Travers, Treasurer.

Absent: Beth Parsons; Jayne Mai, Youth Liaison.

Incoming Trustee: Andrea Lemke

Staff: Library Director Catherine Lemmer, Assistant Director and Head of Adult Services Felicia Song, and Administrative Assistant Judy Grasmick.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Arnson made a motion, seconded by Trustee Travers, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and  
CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in May was distributed.

6. APPROVAL OF MINUTES

Trustee Rose made a motion, seconded by Trustee Travers, to approve the following meeting minutes. Motion unanimously carried.

- a. May 9, 2017 Regular Board Meeting

7. MONTHLY FINANCIAL REPORT

The unaudited April 2017 financial report was discussed. Declining revenues were offset by higher than expected investment income and property tax revenue. Auditors are in the process of moving funds between fiscal years 2017 and 2018.

Trustee Puch made a motion, seconded by Trustee Darling, to approve the April 2017 financial report. Motion unanimously carried with a roll call vote.

8. LIBRARY DIRECTOR REPORT

- a. Standard appraisal updates were given to CBIZ today—there should be minimal change in the outcome. The last physical appraisal was done in 2015 and CBIZ recommends a reappraisal every 5 years unless there are major changes.

April statistics were distributed in a new format. Ms. Lemmer asked trustees to let her know if it doesn't work for them. New carpet installation affected Children's Library attendance. No programs were offered during those 2 weeks and the security gate/counter was removed for 1 week.

No call for a new youth liaison was made by the City, so the library put out a call.

- b. Reaching Across Illinois Library System (RAILS): No report.
- c. Cooperative Computer Services (CCS): No report.

9. FRIENDS REPORT

The paperback book sale made approximately \$1,500.00. The Teen and Children's sale earnings were down from last year. Vince Vaughn was in town and attended the Saturday morning story time. He was very personable and gave a \$100.00 donation to the Friends.

10. PRESENTATION BY SARAH KEISTER ARMSTRONG & ASSOCIATES, LLC

Ms. Armstrong began by mentioning survey comments that fell into commonly remarked upon themes: 2-week book checkout, love for the Children's Library, finding the balance between traditional services and educational/technology needs, valuing the historic nature of the building, parking issues and access for those with handicaps, lack of awareness of what the library has to offer, and adding small study rooms.

Five focus group sessions were held—two with staff, two with residents, and one with community group members. The community group mentioned that the city may be reaching program saturation, so collaboration with each other might be desirable.

Trustee Levitsky remarked that there were enough comments about negative staff interactions to warrant addressing the issue. A change in hours might be worth considering if it would be financially feasible. He also noticed that there were many comments about wanting more quiet spaces. The issue of tutors may need to be revisited because the noise can be significant at times. Trustee Levitsky also noticed repeated mentions of programming hours and types of program offerings. And finally, comments from residents living on the west side feeling that the library was too far away.

Trustee Aranson drew attention to issues of parking and handicapped access. She also suggested looking into a self-checkout/return unit.

Trustee Rose agreed that building accessibility and parking are real patron concerns and asked if the senior center bus route includes a stop at the library; and if not, could the library contact the senior center about this. He also thought that a self-checkout/return unit would be appealing to a certain segment of the population. Trustee Rose stated that some electronic resources are rarely available and that lighting could be improved in some areas.

Ms. Lemmer stated that a space consultant could advise on how to address some of these issues. Ms. Armstrong mentioned that Morton Grove Public Library used a space consultant to assist with space rearrangement and ADA compliant changes. A space planner can be consulted separate from the strategic plan. Wheaton Public Library also used a space consultant that might be worth contacting.

Ms. Lemmer said any proposed changes to library parking are at least 18 months out. Trustee Travers suggested writing a letter to the City Council stating that our survey results clearly show that parking is a major concern. Ms. Lemmer said all staff are now parking across the street.



Trustee Rose suggested contacting area developers to find out what comparable business parking needs would be for the library's 1200 visitors a day.

Trustee Puch stated that parking at the library is certainly a struggle, but that addressing concerns means seeking solutions that consider both sides. Keeping issues in perspective and taking a broad view are important because parking is a universal problem.

Ms. Armstrong targeted four areas of concern: space, marketing, user experience, and access. She will speak with Ms. Lemmer and come back with a draft strategic plan.

Trustee Rose asked for a summary of comments.

Trustee Grob asked if patron comments about negative staff interactions were being addressed. Ms. Lemmer replied that discussions with department heads had already been held.

Sarah Keister Armstrong & Associates, LLC left the meeting at 8:33 p.m.

Trustee Travers asked if it was necessary to keep public bathrooms locked. Ms. Lemmer will investigate.

There was discussion about how to make the survey available to the public. Trustee Rose suggested created a consolidated version. Trustee Arnson suggested a press release. The library will seek a temporary part-time PR/Marketing position. Gorton Community Center has been through a similar search and Ms. Lemmer is seeking input from them.

#### 11. NEW BUSINESS

- a. Discussion and approval of the Intergovernmental Library Agreement (ACTION)  
The MyMediaMall consortium, in operation since 2005 and consisting of 119 member libraries, has operated without an agreement or formal structure. The proposed agreement formalizes the arrangement and sets up a governance structure. Ms. Lemmer suggests approving the agreement and continuing with MyMediaMall for one more year. This will give us time to analyze raw data and decide whether to continue participation. Trustee Puch moved to approve the Intergovernmental Library Agreement. Trustee Arnson seconded. Motion unanimously carried.
- b. Report of Nominating Committee and recommendation of the FY2018 officer's slate  
The nominating committee recommends the following slate of officers for FY17/18:

President	Todd Puch
Vice President	Ron Levitsky
Treasurer	Carrie Travers
Secretary	Wendy Darling

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

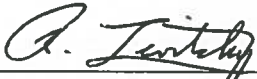
- c. Report of the Service Committee and discussion and approval of lending periods  
The committee met tonight. There will be a number of policies to consider in the next session year. Adjustment of lending periods is important now as a test to see if additional changes might be needed prior to the Polaris migration in April. Trustee Levitsky moved to approve the proposed lending period schedule. Trustee Rose seconded. Motion unanimously carried.

12. ADJOURNMENT

The board said goodbye and thank you to President Casper for her six years of service.

Trustee Puch made a motion, seconded by Trustee Rose, to adjourn the meeting at 8:54 p.m.  
Motion unanimously carried.

Upcoming meetings: **Regular Board** – July 11, 2017 at 7:30 p.m.



Ron Levitsky, Secretary

Minutes approved by the Board on July 11, 2017

**Lake Forest Library Board of Trustees**  
360 E Deerpath Road, Lake Forest, IL 60045  
Regular Meeting Minutes  
7:30 p.m. July 11, 2017

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

2. APPOINTMENT OF A PRESIDENT PRO TEM AND SECRETARY PRO TEM

Ms. Lemmer appointed Todd Puch as President Pro Tem and Wendy Darling as Secretary Pro Tem.

3. ROLL CALL

Present Board members: Germaine Arnson, Wendy Darling, Elizabeth Grob, Andrea Lemke, Beth Parsons, Todd Puch, Vice-President, David Rose, and Carrie Travers, Treasurer.

Absent: Ron Levitsky.

Staff: Library Director Catherine Lemmer, Assistant Director and Head of Adult Services Felicia Song, and Administrative Assistant Judy Grasmick.

Guests: Hill & Stone Insurance Agency, Inc. and Sarah Keister Armstrong & Associates, LLC

4. ADDITIONS TO THE AGENDA

Discussion and approval of the June 2017 Financial Report was added.

5. APPROVAL OF THE AGENDA

Trustee Travers made a motion, seconded by Trustee Parsons, to approve the agenda as amended. Motion unanimously carried.

6. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and  
CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in June was distributed.

7. APPROVAL OF MINUTES

Trustee Arnson made a motion, seconded by Trustee Travers, to approve the following meeting minutes. Motion unanimously carried.

a. June 13, 2017 Regular Board Meeting

8. VOTE ON 2018 SLATE OF OFFICERS

The following slate of officers presented by the Nominating Committee at the June 13, 2017 meeting was discussed. There were no changes to the slate.

President	Todd Puch
Vice-President	Ron Levitsky
Treasurer	Carrie Travers
Secretary	Wendy Darling

The 2017/2018 slate of officers was unanimously approved by roll call vote.

9. MONTHLY FINANCIAL REPORT

The May and June 2017 financial reports were discussed. We are pacing on track, watching expenditures, and paying attention to budget categories. Ms. Lemmer added a Current Month

Actual column to the reports and asked trustees to let her know if they find it useful. June has three payrolls this year.

Trustee Parsons made a motion, seconded by Trustee Darling, to approve the May and June 2017 financial reports. Motion unanimously carried with a roll call vote.

#### 10. LIBRARY DIRECTOR REPORT

- a. Ms. Lemmer gave an update on the June 29, 2017 water damage. We have received a preliminary bill of \$18,500 from ServiceMaster with a few items left to finish. We also lost \$1,500 in materials and have paid \$1,500 in overtime. There is a \$5,000 insurance deductible.

May statistics were distributed.

Renaissance Roofing, Inc. came out to evaluate the library dome. They estimate that it has approximately one year of life left. An estimate for replacement is roughly \$250,000. A full estimate is expected for the August meeting. The City's Historic Preservation Commission would need to review the work proposal.

A chronic leak has developed from the west courtyard to the southwest boy's bathroom and the Children's office. Old drains and drain tiles are not tied into the newer wings system. Work estimates are pending.

The library received a \$5,400 insurance refund check due to the workers' compensation audit. We will also receive a \$3,700 reduction on this year's premium.

Ms. Lemmer stated that the staff were extraordinary during the flood closing and that the Children's Library was mobbed during yesterday's reopening.

- b. Reaching Across Illinois Library System (RAILS): No report.
- c. Cooperative Computer Services (CCS): No report.

#### 11. FRIENDS REPORT

No report. Trustee Puch asked if there had been any further discussion about holding the smaller sales. Ms. Lemmer stated that the small sales led to some volunteer fatigue, and the Friends are reviewing whether to continue all three in the future. Ms. Lemmer has had several ongoing discussions about protecting library facilities, such as carpet and furniture, during the fall sale and also investigating the possibility of using professional movers.

#### 12. PRESENTATION BY HILL & STONE INSURANCE AGENCY, INC.

A summary insurance proposal was distributed. George Stone grew up locally and attended Lake Forest High School. The agency has handled the library insurance for a long, long time. Hill & Stone represents many different companies and that allows them to find the best coverage/price combination. Fifteen licensed agents work for Hill & Stone. Debbie Christiansen is the primary point of contact for the library. Mr. Stone stated that CBIZ, our appraisal company, is the national industrial appraisal gold standard. Our commercial property coverage includes replacement cost. Mr. Stone gave a brief description of library coverage. Advice and counsel are provided as part of the coverage. Having the Friends listed as a named insured does not increase



policy costs. Trustee Arnson asked about the Cyber Liability coverage. Mr. Stone replied that this is an evolving area of coverage. The release of personal private information as the result of hacking would likely be the library's largest risk. Hill & Stone left the meeting at 8:11 p.m.

13. PRESENTATION BY SARAH KEISTER ARMSTRONG & ASSOCIATES, LLC

Ms. Armstrong discussed the community needs assessment and the four general goals that resulted after analysis of the assessment. The four goals are:

- Enhance the user experience
- Ensure accessibility for all Lake Forest residents
- Improve library space
- Enrich and expand marketing and communications activities

Objectives that are more specific were identified for each of the goals. Trustee Rose asked how we should prioritize those objectives. Ms. Armstrong stated that further discussion will be needed. Trustee Rose then mentioned the historic nature of the library building and how that might affect our ability to resolve issues of infrastructure, space usage, and accessibility. Ms. Armstrong said that both Fremont and Skokie libraries had done building assessments that then prioritized needs by year. Ms. Lemmer has company reports available from two capital assessment companies.

Ms. Armstrong also suggested that the library revisit its mission statement content. A document with the current mission statement and other library examples was distributed. Ms. Armstrong will return in August with drafted mission statement options.

Trustee Rose referred to the community needs assessment summary and suggested listing table responses by ranking weight to more easily highlight the top program interests. Sarah Keister Armstrong & Associates left the meeting at 8:40 p.m.

14. OLD BUSINESS

- a. Trustee Travers expressed concern about the current \$1,000,000 coverage limit on the Director's and Officer's Liability policy and asked that the library consider increasing the coverage. Trustee Puch suggested asking other libraries about their coverage. Trustee Arnson suggested checking with the city attorney. Trustee Rose stated that he believes the current coverage, plus personal coverage, is adequate. Ms. Lemmer will check with area libraries about their coverage and will check with Hill and Stone about deductibles.

15. NEW BUSINESS

- a. Establish board committees and membership for FY2018  
There was a brief discussion of the framework and membership of board committees. Trustee Lemke agreed to serve on both the Finance & Administration and the Services committees. Trustee Rose will chair the Long Range Planning committee. There was discussion about committee meeting scheduling and public notification requirements. Ms. Lemmer stated that the OMA requires 48 hours advance notice of a meeting and that when more than two board members are discussing library business it constitutes a meeting. Trustee Puch commented that committee meetings have historically been held as needed. Ms. Lemmer offered to share information more frequently.

b. Discussion and approval of the Illinois Public Library Annual Report (ACTION)

Ms. Lemmer stated that the report is required to be completed by every library in the state. This year was the first year to report young adult programming. The library exceeded standards for materials resources. A shorter version will be put together for the public. Trustee Travers suggested looking at attendance at other libraries to see if they are also seeing a decline. Ms. Lemmer stated that libraries are beginning to count "points of service." For example, we did an outreach program at the senior center to showcase library e-resources. Trustee Travers mentioned Librivox, a website that offers access to free public domain audiobooks, and suggested that we could add a link on our website. Trustee Rose moved to approve the Illinois Public Library Annual Report. Trustee Lemke seconded. Motion carried unanimously.

16. EXECUTIVE SESSION PER 5 ILCS 120/2(c)1

Trustee Puch moved to enter Executive Session at 9:12 p.m. to discuss fulltime and part-time staffing needs in the Adult Services department. At 9:24 p.m., the Board ended the Executive Session by unanimous voice vote.

17. ADJOURNMENT

Trustee Rose made a motion, seconded by Trustee Arnson, to adjourn the meeting at 9:26 p.m. Motion unanimously carried.

Upcoming meetings: **Regular Board** – August 8, 2017 at 7:30 p.m.

Wendy Darling  
Wendy Darling, Secretary Pro Tem

Minutes approved by the Board on September 12, 2017

**Lake Forest Library Board of Trustees**  
360 E Deerpath Road, Lake Forest, IL 60045  
Regular Meeting Minutes  
7:30 p.m. September 12, 2017

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Vice President, Beth Parsons, Todd Puch, President, and David Rose.

Absent: Wendy Darling and Carrie Travers.

Staff: Library Director Catherine Lemmer and Administrative Assistant Judy Grasmick.

Guests: Sarah Keister Armstrong & Associates, LLC

Due to the absence of Trustee Darling, Trustee Parsons volunteered to serve as Secretary Pro Tem.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Arnson made a motion, seconded by Trustee Grob, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and  
CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in July and August was distributed.

6. APPROVAL OF MINUTES

Trustee Parson made a motion, seconded by Trustee Rose, to approve the following meeting minutes. Motion unanimously carried.

- a. July 11, 2017 Regular Board Meeting

7. MONTHLY FINANCIAL REPORT

The July 2017 financial report was discussed. Trustee Rose asked about Building Maintenance being over budget. Ms. Lemmer stated that flood expenses and some contracts paid early in the year account for the current numbers, but expects us to be on budget by yearend.

Trustee Grob made a motion, seconded by Trustee Lemke, to approve the July 2017 financial report. Motion unanimously carried with a roll call vote.

8. LIBRARY DIRECTOR REPORT

- a. Ms. Lemmer reported high attendance at the August 21 Eclipse Viewing Party and that Library attendance was up 20% over August 2016. 27 attended the tween craft program; 117 attended *Big & Messy*; 156 attended the science program; and 77 attended the bridge building program. Ms. Lemmer is working with the Children's Library to expand STEAM offerings; including investigating a *Girls Who Code* program.

July statistics were distributed.

The Lake Forest Library 2017 Annual Report was distributed. Trustee Arnson asked if patrons would know what was meant by “concierge library” in the Letter from the Director section of the report. Ms. Lemmer agreed that that phrase could be revised.

Proposals from Renaissance Roofing, Inc. and Holton Brothers, Inc. for dome restoration and masonry work were distributed. Articles on the dome repair from January and August of 1984 were distributed.

- b. Reaching Across Illinois Library System (RAILS): No report.
- c. Cooperative Computer Services (CCS): Planning for the Polaris migration continues.

9. FRIENDS REPORT

Sale preparations are under way. Entry cards for Thursday are available for distribution. Professional movers were used this time and seemed to work better for both the Library and the Friends. The dome project will also be discussed after the sale.

10. DISCUSSION AND APPROVAL OF THE 2017-2019 STRATEGIC PLAN

Sarah Keister Armstrong spoke about the strategic plan. The results of the community survey and focus groups led to the formation of four broad goals.

- Enhance the user experience

- Ensure accessibility for all

- Improve library space

- Raise the visibility of the library and its work in the community

Trustee Rose asked about the revised version of survey comments that had been discussed at a prior meeting. That version has been created and will be distributed. Trustees praised the plan. There was discussion about the 2-year timeline and how to track and update the plan as goals are accomplished. Treating the plan as a living document, with at least quarterly updates, will chart progress as well as allow amendments or changes as it is worked through. Trustee Puch suggested involving the board with staff and Ms. Lemmer to move through the plan. Such engagement would guard against letting the plan age and would lead to a more dynamic document.

Trustee Levitsky moved to approve the Lake Forest Library Strategic Plan, 2017-2019. Trustee Parsons seconded. Motion unanimously carried.

11. DISCUSSION AND APPROVAL OF THE MISSION STATEMENT

Ms. Armstrong discussed the proposed mission statement options. Trustees reviewed and discussed the proposed options. The option chosen reads:

Lake Forest Library: inspiring lifelong learning, promoting the free and respectful exchange of ideas, and fostering community.

Trustee Levitsky moved to approve the mission statement. Trustee Lemke seconded. Motion unanimously carried. Ms. Armstrong said that she has worked with many boards and praised this board for their deep engagement. She left the meeting at 8:23 p.m.

12. OLD BUSINESS

Last month Trustee Travers inquired whether the library should consider increasing the current \$1,000,000 coverage limit on the Director's and Officer's Liability policy.

Ms. Lemmer checked with area libraries about their coverage and found that some libraries carry \$2,000,000 in coverage, but that most carry \$1,000,000. She will send a cost summary to the board for discussion at the October meeting.

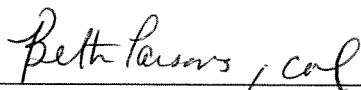
13. NEW BUSINESS

- a. The dome restoration was discussed. The limestone and brick are deteriorating and the copper dome sheathing is pulling apart. Because of this, another mural is being damaged at an accelerated rate. Brickwork repair this fall would likely slow the damage. Rick Strilky Fine Art Restoration was contacted about mural restoration. Mr. Strilky suggested removing the murals and applying a protective backing material to prevent further damage. Stabilization could be done in the meantime. We are waiting for a proposal with pricing. Ms. Lemmer suggested meeting with the City about dome options and possible replacement. Trustee Puch asked if meeting with Art Miller could also assist in finding out more about what might be required. Ms. Lemmer will contact Mr. Miller to see if he can advise on both the dome and the murals. The Friends could also be approached about funding some of these expenses. Ms. Lemmer suggested a future conversation with the City about possible funding increases. In addition, reaching out to current donors for suggestions on how to fund these projects may be useful. Ms. Lemmer will send levy detail documents to the board for the October meeting.

14. ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Parsons, to adjourn the meeting at 9:00 p.m. Motion unanimously carried.

Upcoming meetings: **Regular Board** – October 10, 2017 at 7:30 p.m.



Beth Parsons, Secretary Pro Tem

Minutes approved by the Board on October 10, 2017.

**Lake Forest Library Board of Trustees**  
360 East Deerpath Road, Lake Forest, IL 60626  
Finance Committee Meeting Minutes  
6:30 p.m., October 10, 2017

1. CALL TO ORDER

Chairperson Travers called the meeting to order at 6:30 p.m.

2. ROLL CALL

Present Board Members: Carrie Travers, Chair, Todd Puch Board President; Ron Levitsky, Vice President, and Trustee Andrea Lemke. Guest: Trustee David Rose. Staff: Catherine Lemmer, Library Director.

3. SECRETARY PRO TEM

Ms. Lemmer agreed to serve as secretary for the meeting.

4. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

5. APPROVAL OF THE AGENDA

Trustee Levitsky made a motion, seconded by Trustee Puch, to approve the agenda. Motion unanimously carried.

6. APPROVAL of MINUTES

Trustee Puch made a motion, seconded by Trustee Levitsky, to approve the minutes of the February 14, 2017 Finance Committee. Motion unanimously carried.

7. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD COMMITTEE

No request to address the Board.

8. OLD BUSINESS

There was no old business.

9. DISCUSSION AND APPROVAL OF THE 2017/FY2019 LEVY

Ms. Lemmer informed the Committee that the City of Lake Forest was recommending a levy that reflects a CPI of 2.1% plus growth of \$23,500. The committee engaged in a thorough review and significant discussion of the proposed 2017/FY2019 levy, including a preliminary budget based on the proposed levy, as presented by Ms. Lemmer. The Committee discussed how the 2.1% increase will impact the pending building capital projects, mural restoration, and strategic plan goals.

Trustee Rose suggested that perhaps a sub-committee would be a good solution to deal with the mural restoration project. The Committee agreed to bring this suggestion to the full board.

Ms. Lemmer also reported that the FY2017 audit is just about completed and that the Library was reflecting about \$450,000 of revenues over expenses. This was due to the

deferral of budgeted capital expenditures, some cost savings, and unexpected impact fees and investment income returns. Plans for 2018 include review of staff structure and position descriptions.

Trustee Levitsky made a motion, seconded by Trustee Puch, to approve the proposed 2017/FY2019 levy, subject to the final growth numbers from the City of Lake Forest, and to bring the levy to the full board at the October 10, 2017 board meeting.

Motion unanimously carried with a roll call vote.

#### 10. ADJOURNMENT

There being no further business, Trustee Lemke made a motion, seconded by Trustee Puch, to adjourn at 7:24 p.m. Motion was unanimously carried.



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Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Finance Committee on November 14, 2017.

**Lake Forest Library Board of Trustees**  
360 E Deerpath Road, Lake Forest, IL 60045  
Regular Meeting Minutes  
7:30 p.m. October 10, 2017

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Wendy Darling, Secretary, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Vice President, Todd Puch, President, David Rose, and Carrie Travers, Treasurer.

Absent: Beth Parsons.

Staff: Library Director Catherine Lemmer and Administrative Assistant Judy Grasmick.

Guest: Arthur H. Miller

3. ADDITIONS TO THE AGENDA

Discussion and approval of the September 2017 Financial Report and discussion, review, and acceptance of a gift from the Edmund J. Valonis Family Trust.

4. APPROVAL OF THE AGENDA

Trustee Arnson made a motion, seconded by Trustee Darling, to approve the agenda as amended. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and  
CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in September and October was distributed.

6. APPROVAL OF MINUTES

Trustee Levitsky made a motion, seconded by Trustee Rose, to approve the following meeting minutes. Motion unanimously carried.

September 12, 2017 Regular Board Meeting

7. LIBRARY DIRECTOR REPORT

Ms. Lemmer reported increased attendance in August and September. Trustee Levitsky asked if August programs would continue in 2018. Ms. Lemmer replied that since they were successful, they would continue.

August statistics were distributed and discussed.

8. MONTHLY FINANCIAL REPORT

The Board discussed the August and September 2017 financial reports. Ms. Lemmer stated that we are starting Sunday hours, which is reflected in the increases in the salary line. The additional open hour on Friday is covered with staffing shifts, so there is no increased personnel cost. The insurance company approved the estimate for the replacement squirrel sculpture. Terry Dowd will do the work. Trustee Travers asked about adding links to LibriVox (free public domain audiobooks) and Project Gutenberg (free eBooks) to our website. Trustee Travers also asked about adding JSTOR (a database providing access to more than 10 million academic journal articles, books, and primary sources in 75 disciplines) to our collection. Ms. Lemmer will investigate.



Trustee Lemke made a motion, seconded by Trustee Grob, to approve the August and September 2017 financial reports. Motion unanimously carried with a roll call vote.

9. DISCUSSION AND APPROVAL OF EXTERIOR AND INTERIOR BUILDING RENOVATION AND RESTORATION (INCLUDES PRESENTATION BY ART MILLER)

Exterior renovations, including the dome, and mural restoration were discussed. Further investigation of the murals revealed more damage. The small panel over the reading room entrance is a fresco, painted directly onto the plaster, and paint is flaking and falling off. The panel will have to be stabilized in place. The other three small panels are dirty, but are not exhibiting signs of damage. The eight larger panels are on canvas that can be removed, protected, and reinstalled. Two of the large panels need more immediate attention than the rest. Fine Art Restoration estimates \$100,000 per larger panel for restoration. Required scaffolding and removal of wooden trim to reinstall the murals would be additional costs. The dome is leaking and estimates have been received. The brick and limestone dome foundation repair is a priority. That work, plus a tarp to cover the dome to keep out water, should eliminate or reduce further water damage.

Art Miller, emeritus (since 2013) archivist and librarian for special collections, Lake Forest College, was introduced. A two-page summary of the library's significance and its creators was distributed. Mr. Miller spoke of the backgrounds of the library's creators: architect Edwin Hill Clark, mural painter Nikolai Remisoff, library board president Alfred Ernest Hamill, and co-donors Mrs. Stanley Helen May Shedd (Reed) Keith and Laura Abbie Shedd Schweppe. Their combined influences led to a very classical style building, with many exquisite, bespoke details. The library is among the top examples of its type. The monetary value of the murals is difficult to assess because there are no comparables. Mr. Miller suggested that reviewing a copy of the Lake Forest Train Station Historic Structure Report, which was used to secure renovation grants, might be useful. He believes the library is a more important building than the train station. Mr. Miller stated that the intellectual content of the murals is also important. Expanding the library's reach into the community could reveal possibilities for fresco painters to repaint the murals. He suggested reaching out to Crab Tree Farm and the Lake Forest Preservation Foundation. Mr. Miller left the meeting at 8:25 p.m.

Trustee Puch asked how the board should move forward with the renovation/restoration needs of the building. Ms. Lemmer suggested looking at the situation holistically and considering all options, including a new building. The library could put out a request for proposal for an architect specializing in libraries of our style and type. Dome support, consisting of brick/limestone repair and installation of a tarp cover, is necessary. The dome repair is specialized and we have not yet found additional bidders. If no others can be found, the contract should be considered for approval at the November meeting. There was discussion of the difference between the library's necessary physical needs and its intellectual/philosophical needs (such as the murals). Trustee Puch stated that trustees are stewards of the building as well as the library's intellectual/educational needs. The pros and cons of stabilizing the small mural were discussed. Further information about possible solutions will be sought and prior mural restoration proposals will be revisited. A capital assessment plan could be a second step, or rolled into the RFP for architectural plan assistance. Historic adaptability should be an important consideration in the process.

Trustee Levitsky moved to accept the proposal from Holton Brothers, Inc. to repair and restore the dome's brick and limestone support for an amount not to exceed \$94,000.00. Trustee Rose seconded. Motion unanimously carried with a roll call vote.

Trustee Levitsky moved to accept the proposal from Renaissance Roofing, Inc. to cover the dome with a protective tarp for an amount not to exceed \$7,500.00. Trustee Travers seconded. Motion unanimously carried with a roll call vote.

There was discussion on whether or not to form a mural subcommittee. It was decided that there was not enough work to justify formation of a subcommittee.

Reserves were discussed. Money can be pulled from reserve funds as needed to cover the dome and substructure costs. Current reserves are a bit higher than recommended, but our pending expenses are also higher, so the reserve amounts are fiscally responsible.

#### 10. DISCUSSION AND APPROVAL OF THE DESTRUCTION OF AUDIO RECORDINGS OF EXECUTIVE SESSIONS UNDER 5 ICLS 120/2.06(c)

The audio recordings of closed Executive Sessions were discussed. Trustees agreed that written approved minutes accurately reflect the discussion and actions taken during the Executive Sessions. Those minutes are part of the records of the Board of Trustees, and are held with the other minutes of the Board's meetings. Given this, it is appropriate to move forward with the destruction of the audio recordings of the sessions as the 18-month holding period has passed.

Trustee Rose moved for the destruction of the audio recordings of the Executive Sessions held on March 14, 2016, March 3, 2016, March 2, 2016, February 11, 2016, and April 14, 2015. Trustee Grob seconded. Motion unanimously carried.

#### 11. FRIENDS REPORT

The 42<sup>nd</sup> annual sale grossed \$108,000. Ms. Lemmer approached the Friends about next year's wish list. When upcoming capital expenses were mentioned, the Friends indicated that they were not interested in funding building repairs. Ms. Lemmer asked the board for their suggestions of other funding requests. Trustee Rose wondered if the Friends might be interested in funding the cost of a space consultant/architect. Trustee Puch suggested that board members could attend Friends meetings to get a better understanding of their take on library funding needs.

Ms. Lemmer suggested waiting until their January meeting when funding discussion begins for the next fiscal year. Trustee Puch will speak with Friends President, Cathy Keller, about library trustees attending Friends board meetings. If more than two trustees attend, the library will post a notice of quorum.

#### 12. FINANCE COMMITTEE REPORT

The committee voted to recommend a levy of 2.1%, plus estimated growth (to be provided by the City prior to the November meeting). The finance committee discussed whether or not to exceed the CPI and decided to follow the City and stay with the CPI. The library received \$26,000 in impact fees.

Trustee Levitsky moved to accept the Finance Committee's levy recommendation. Trustee Arnson seconded. Motion unanimously carried with a roll call vote.

### 13. OLD BUSINESS

- a. Insurance coverage options were discussed.

Trustee Levitsky moved to increase both the Directors and Officers Liability and the Employment Practices Liability coverage to \$2,000,000 for an additional annual cost of \$819. Trustee Travers seconded. Trustees Arnson, Darling, Grob, Lemke, Levitsky, Puch, and Travers voted yea. Trustee Rose voted nay. Motion carried.

- b. The board discussed the approved mission statement and ways to condense it for a short-form version. Trustee Arnson suggested using the nouns, instead of the verbs, in a shortened version. The board agreed.

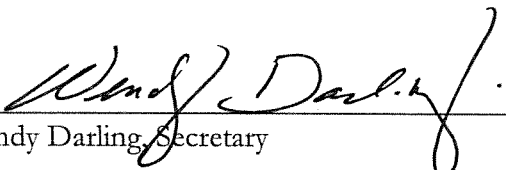
### 14. NEW BUSINESS

President Puch reported that the Library had received notice of a substantial gift from the Edmund J. Valonis Family Trust U/A dated 04/14/1989. Ms. Lemmer reported that she had confirmed with Elizabeth Holleb, Finance Director for the City of Lake Forest, that the Library as a municipal unit was not permitted to hold some of securities that are part of the gift. She also confirmed that the Approval of Accounts and Distribution, Release, and Refunding Agreement was a standard type of agreement. Trustee Rose asked how long the refunding agreement was valid. Ms. Lemmer responded that she would ask Northern Trust. Upon further discussion and review, Trustee Levitsky made a motion, seconded by Trustee Rose, to accept the gift, direct The Northern Trust Company as Trustee to sell the securities, and authorize Ms. Lemmer to complete the necessary paperwork on behalf of the Library. Motion carried unanimously with a roll call vote.

### 15. ADJOURNMENT

Trustee Travers made a motion, seconded by Trustee Arnson, to adjourn the meeting at 9:49 p.m. Motion unanimously carried.

Upcoming meetings: **Finance Committee** – November 14, 2017 at 6:30 pm  
**Regular Board** – November 14, 2017 at 7:30 p.m.

  
\_\_\_\_\_  
Wendy Darling, Secretary

Minutes approved by the Board on November 14, 2017.

**Lake Forest Library Board of Trustees**  
360 East Deerpath Road, Lake Forest, IL 60626  
Finance Committee Meeting Minutes  
6:30 p.m., November 14, 2017

1. Call to Order  
Chairperson Travers called the meeting to order at 6:30 p.m.
2. Roll Call  
Present Board Members: Carrie Travers, Chair, Todd Puch Board President; Ron Levitsky, Vice President, and Trustee Andrea Lemke. Guest: Trustee David Rose. Staff: Catherine Lemmer, Library Director.
3. Secretary Pro Tem  
Ms. Lemmer agreed to serve as secretary for the meeting.
4. Additions to the Agenda  
There were no additions to the agenda.
5. Approval of the Agenda  
Trustee Puch made a motion, seconded by Trustee Levitsky, to approve the agenda. Motion unanimously carried.
6. Opportunity for the Public to Address the Board Committee  
There was no request to address the Board Committee.
7. Approval of the Minutes  
Trustee Lemke made a motion, seconded by Trustee Puch, to approve the minutes of the October 10, Finance Committee. Motion unanimously carried.
8. Ms. Lemmer informed the Committee that the City's Administrative Service Fee would increase by 2.5% in FY2019 and explained the services provided under the arrangement. Ms. Lemmer reported that legal services were not included and was asked to ascertain if the City of Lake Forest had Victor Filippini on retainer.
9. Discussion and Approval of the FY2017 Audit  
Chair Travers introduced the audit, noted that Baker Tilly had issued an unqualified opinion, and noted some highlights. Ms. Lemmer reported that the auditor had found no discrepancies or required any changes of the Library's year-end unaudited financials. Each committee member received a copy of the Baker Tilly audit prior to the meeting. After review and discussion, Trustee Levitsky made a motion, seconded by Trustee Puch, to accept the FY2017 audit as prepared by Baker Tilly and to recommend that the full Board do the same. The motion carried unanimously with a roll call vote.
10. Discussion and Approval of Transfer of FY2017 Surplus to the Reserve Fund  
Ms. Lemmer reported that FY2017 audited financials reflected a surplus. The surplus was due in part to salary management, use of less overtime due to a less harsh winter, and

deferral of capital improvements. She explained the City of Lake Forest maintains a 35% cash-on-hand fund and that with the surplus the Library had a 41% cash-on-hand fund. Ms. Lemmer presented information on how various transfer amounts would impact the cash-on-hand fund. After a lengthy discussion, Trustee Lemke made a motion, seconded by Trustee Puch, to recommend to the full Board to transfer \$350,000 to the capital improvements reserve. The motion carried unanimously with a roll call vote.

11. Discussion and Approval of the FY2019/2017 levy

Ms. Lemmer reported that at the November 13, 2017 City Council's Finance Committee Meeting, the committee had decided to address the police and fire pension deficit by increasing the levy over the 2.1% CPI, but not over 5%. Since the Library Board approved the 2.1% CPI levy at the October 12, 2017 meeting there was no action needed on this agenda item.

12. Discussion and Approval of Actions with Respect to the Edmund J. Valonis Family Trust Gift

Ms. Lemmer noted that the Valonis Gift had been added to the agenda at the start of the October 12, 2017 Board meeting. Under the Open Meetings Act, an item added at the start of the meeting may be discussed but no action may be taken. Therefore, the Committee needed to reaffirm its decision to accept the gift and any actions taken with respect to the gift. The Committee discussed the gift and decided it was best to wait until the funds became available to determine where to allocate the funds. After discussion, Trustee Levitsky made a motion, seconded by Trustee Puch, that the Committee recommend to the full Board to accept the Edmund J. Valonis Family Trust Gift, direct Northern Trust as the trustee to liquidate the securities, and authorize the Library Director to take all actions necessary to accept the gift. The motion carried unanimously with a roll call vote.

13. New Business

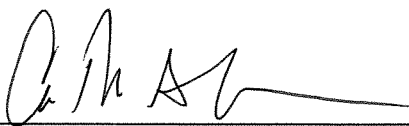
There was no new business.

14. Old Business.

There was no old business.

15. Adjournment

There being no further business, Trustee Lemke made a motion, seconded by Trustee Levitsky, to adjourn at 6:52 p.m. Motion was unanimously carried.



Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Finance Committee on January 9, 2018.

**Lake Forest Library Board of Trustees**  
360 E Deerpath Road, Lake Forest, IL 60045  
Regular Meeting Minutes  
7:30 p.m. November 14, 2017

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

2. ROLL CALL

Present Board members: Germaine Arnson, Wendy Darling, Secretary, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Vice President, Beth Parsons, Todd Puch, President, David Rose, and Carrie Travers, Treasurer.

Absent: None.

Staff: Library Director Catherine Lemmer and Administrative Assistant Judy Grasmick.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Arnson made a motion, seconded by Trustee Rose, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and  
CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in October was distributed.

6. APPROVAL OF MINUTES

The following changes were made to the minutes:

Show Trustee Carrie Travers, Treasurer as Present.

Change the last sentence on page 2 from "Historic adaptability, not restoration or preservation, should be the consideration in the process." to "Historic adaptability should be an important consideration in the process."

Trustee Levitsky made a motion, seconded by Trustee Lemke, to approve the following meeting minutes as amended. Motion unanimously carried.

October 10, 2017 Regular Board Meeting

7. LIBRARY DIRECTOR REPORT

September statistics were part of the board packet and October statistics were distributed at the meeting. Attendance is on the rise, but there has not been a corresponding increase in circulation. Ms. Lemmer stated that Lake Forest residents are buying books for their own needs. Adult Services has added a roving collection on a book cart. The cart will be available during storytimes and other children's programs for parents and caregivers to browse. Adult Services has also started a new service for local book clubs. They will place holds and borrow books through ILL for the clubs. Trustee Rose asked if new materials are getting in front of patrons. He mentioned that he had trouble locating two new music CDs. Ms. Lemmer will investigate. Trustee Darling mentioned the YA area and its limited collection space. Her daughter had been unable to find titles she wanted. Ms. Lemmer asked if Trustee Darling's daughter would be willing to talk about her experience and what services she would like to see the library provide.

Trustee Darling indicated that she thought her daughter would be interested. Ms. Lemmer stated that we would also monitor wait lists and make sure to order more copies of popular titles.

Candidate selection for the Adult Services Librarian position is moving forward.

A grandparent with grandchildren at Sheridan School is championing our Special Storytime program. The program is open to all children, but geared to children who have trouble sitting through storytime.

Trustee Arnson asked for an update on the website project. Ms. Lemmer stated that the second prototype was received and that she is pleased with the logo development. A functioning prototype is expected soon.

Trustee Darling inquired about the stolen squirrel sculpture and wondered if adding a security camera in that area made sense. Ms. Lemmer replied that we could look into that and might also consider relocating the sculpture to the interior of the building.

An article on the biography of Nicolai Remisoff from University of Southern California was distributed. The biography is part of a collection called the Nicolas Remisoff papers. Trustee Puch suggested reaching out to USC to inquire about access to copies from the collection.

#### 8. MONTHLY FINANCIAL REPORT

The Board discussed the September and October 2017 financial reports. Ms. Lemmer stated that the library's finances are good. Some line items have been affected by gifts from the Friends that were not included in the budget line at the beginning of the year. Sunday staffing will be reduced when no programs are scheduled.

Trustee Parsons made a motion, seconded by Trustee Travers, to approve the September 2017 financial report. Motion unanimously carried with a roll call vote.

Trustee Levitsky made a motion, seconded by Trustee Travers, to approve the October 2017 financial report. Motion unanimously carried with a roll call vote.

#### 9. REPORT ON THE CITY OF LAKE FOREST ADMINISTRATIVE SERVICE CHARGE

Ms. Lemmer reported on the City's Administrative Service Charge for the library. The service charge covers accounting, budget, and audit coordination in addition to HR support and management of payroll and benefits. Fees are set for each unit of government and then an allocation percentage is applied. The library's allocation is 30%. There is a 2.5% cost of living salary adjustment each year. The library would not be able to buy similar services in a competitive marketplace. Ms. Lemmer suggested looking into whether the library could have access to the City's electronic document management system.

#### 10. REPORT OF THE FINANCE COMMITTEE

##### a. Discussion and Approval of the FY2017 Audit (ACTION)

There were no discrepancies between the Library's unaudited year-end report to the Board in June 2017 and the audit. The audit reflected a budget surplus of approximately \$477,500. The committee recommends approval and acceptance of the audit. Trustee Levitsky moved to approve and accept the FY2017 audit. Trustee Grob seconded. Motion unanimously carried.

- b. Discussion and Approval of Transfer of FY2017 Surplus to Reserve Fund (ACTION)  
Trustee Rose asked about accessibility of reserve funds considering the unknown final costs for dome and mural repair and restoration. Ms. Lemmer replied that our reserves are in line with suggested reserve limits and that funds can be pulled in exigent circumstances. The committee recommends the transfer of funds. Trustee Travers moved to transfer \$350,000 to the capital improvements reserve fund. Trustee Levitsky seconded. Motion unanimously carried by a roll call vote.
- c. Discussion and Approval of the FY2019 Levy  
Ms. Lemmer attended the City of Lake Forest Finance Committee meeting last night. The City committee voted to increase their levy to cover fire/police pensions. They will be levying just over 4% for a dedicated area—the police and fire pension shortfall. Ms. Lemmer recommends remaining at the 2.1% FY2019 levy approved at the October Board meeting. The finance committee recommends no change in the previously approved the 2017/FY2019 levy.
- d. Discussion and Approval of Actions with Respect to the Edmund J. Valonis Family Trust Gift (ACTION)  
The Board accepted the gift from the Edmund J. Valonis Family Trust at the October 12, 2017 regular meeting. The discussion and actions regarding the gift were added to the agenda at that meeting. The Open Meetings Act provides that items added to the agenda at the meeting may be discussed, but not voted on. The committee recommends choosing a deposit fund at the time the gift is received. Trustee Levitsky moved to accept the gift from the Edmund J. Valonis Family Trust; to direct Northern Trust as the trustee to liquidate the securities; and to authorize the Library Director to take all actions necessary to accept the gift. Trustee Travers seconded. Motion unanimously carried by a roll call vote.

#### 11. REPORT ON THE FY2018 PER CAPITA GRANT REQUIREMENTS

There are five requirements, three of which require action by each individual Trustee. The work should be completed by December 31, 2017 to enable submission of the grant by the January 2018 deadline. Trustee requirements are:

- 1. Review chapters 1-5 of the *Trustee Facts File*, 4<sup>th</sup> edition
- 2. Staff and Trustees will need to complete at least one free online education opportunity focusing on safety in the library. The library has identified two one-hour online training options. Viewing either one will satisfy the requirement.  
*Keeping Patrons Safe: Our Responsibilities During High Risk Situations*  
<https://www.railslibraries.info/ce/archive/111281>  
*The Challenging Patron Workshop: Safety, Security, and Service at the Moment of Truth*  
<https://www.railslibraries.info/ce/archive/114033>
- 3. Staff and Trustees will familiarize themselves with services provided by the Illinois State Library Literacy program at:  
<http://www.cyberdriveillinois.com/departments/library/literacy/home.html>

These three requirements will be discussed further at the December 2017 meeting.

#### 12. FRIENDS REPORT

The Friends' Board would like to take action on the Library wish list at their January 20, 2018 meeting. The Library provided the Friends with an update on programming efforts and upcoming capital expenses at the October 2017 meeting. The Friends' Board decided to hold off



making the next quarterly transfer to their investments funds, pending review of the Library wish list.

13. DISCUSSION AND APPROVAL OF RECOMMENDATION BY COMPUTER VIEW, INC. TO UPGRADE EQUIPMENT (ACTION)

The recommendation from Computer View, Inc. to upgrade the Library's chassis switch and server consolidation switch was discussed. The aging equipment is no longer reparable and software support is reserved for major security breaches. The Polaris conversion is also a consideration—a stable environment is needed. Trustee Levitsky moved to approve the recommended chassis switch and server consolidation switch upgrades for a total of \$29,249.00. Trustee Grob seconded. Motion unanimously carried with a roll call vote.

14. DISCUSSION AND APPROVAL OF REQUEST FOR PROPOSAL/QUALIFICATIONS FOR ARCHITECTURAL SERVICES (ACTION)

The Request for Architectural Qualifications was discussed. Walker Johnson of Johnson, Lasky, Kindelin Architects visited on November 10. Ms. Lemmer had conversations with architects and the City about recommended repairs. Winter weather could present additional challenges. Ms. Lemmer suggested waiting until spring to complete the brick/masonry work. She has a call scheduled with John Holton tomorrow morning to gather more information before making a decision to move forward with the approved interior brick/masonry work. Ms. Lemmer will report back to trustees with the results of the phone call. The current library newsletter addresses the dome and mural issues.

There was discussion of what services to request in the proposal. A feasibility study may be the best course of action. A historical structure report is not really needed and could misdirect the focus from what the library needs. A feasibility study would address capital assessments while looking at library usage and what we wish to accomplish. Options would be laid out year-by-year with each step building on the next. Assessing what a library will need to be in the future would also be part of the process. Trustee Puch suggested settling on a plan, because repeated gathering of new information keeps the plan in flux. Trustee Travers asked about the damage and current state of the dome. Ms. Lemmer stated that it is leaking and repairs/restoration will need to be addressed in the spring. Trustee Rose moved to proceed with a Request for Qualifications for Architectural Services. Trustee Travers seconded. Motion unanimously carried.

15. OLD BUSINESS

None.

16. NEW BUSINESS

Trustee Levitsky inquired about holding a Board meeting in December. Ms. Lemmer replied that a meeting is needed to discuss the Per Capita Grant requirements. She requested that trustees inform her or Trustee Puch if they are unable to attend the December meeting.


A survey concerning the extended Friday hours is now up on our website.

17. ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Travers, to adjourn the meeting at 9:04 p.m. Motion unanimously carried.

Lake Forest Library Board of Trustees  
Regular Meeting Minutes  
November 14, 2017

Upcoming meetings: **Regular Board** – December 12, 2017 at 7:30 p.m.



Wendy Darling, Secretary

Minutes approved by the Board on December 12, 2017.

**Lake Forest Library Board of Trustees**  
360 E Deerpath Road, Lake Forest, IL 60045  
Regular Meeting Minutes  
7:30 p.m. December 12, 2017

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

2. ROLL CALL

Present Board members: Wendy Darling, Secretary, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Vice President, Todd Puch, President, David Rose, and Carrie Travers, Treasurer.

Absent: Germaine Arnson and Beth Parsons.

Staff: Library Director Catherine Lemmer and Administrative Assistant Judy Grasmick.

3. ADDITIONS TO THE AGENDA

No additions to the agenda.

4. APPROVAL OF THE AGENDA

Trustee Rose made a motion, seconded by Trustee Levitsky, to approve the agenda. Motion unanimously carried.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and  
CORRESPONDENCE

No request to address the Board. A written summary of public correspondence received in November was distributed.

6. APPROVAL OF MINUTES

Trustee Levitsky made a motion, seconded by Trustee Lemke, to approve the following meeting minutes. Motion unanimously carried.

November 14, 2017 Regular Board Meeting

7. MONTHLY FINANCIAL REPORT

The Board discussed the November 2017 financial report. Ms. Lemmer stated that the transfer to the capital improvements reserve fund will happen in December, so it is not reflected in the November financials. Fine/fee income continues to drop, but is currently being offset by an increase in impact fees and investment income. A \$2,000 gift was received from the Dick Family Foundation and will be used for the spring book club workshop. The gift was in response to a \$12,000 grant request. Trustee Levitsky asked about the credits showing in the adult and juvenile programming accounts. Ms. Lemmer replied that Friends programming gifts were received after the adoption of the FY18 budget so the deposits increased the value of the accounts over the initial budgeted amount. In FY19 the Friends gifts will be accounted for in the budget process in a more transparent manner.

Trustee Darling made a motion, seconded by Trustee Travers, to approve the November 2017 financial report. Motion unanimously carried with a roll call vote.

8. LIBRARY DIRECTOR REPORT

An article titled *From the Medici to Middle America: The Evolution of Patronage* from the December 2017 issue of *ILA Reporter* was distributed.

An article from the February 20, 1997 issue of the *Lake Forester*, titled *Over six decades of grime cleaned from library murals*, was distributed.

An article titled *The four questions to ask when serving on a nonprofit board* from the December 2017 issue of *McKinsey Quarterly* was distributed.

In speaking with other library directors about levies, budgets, etc., Ms. Lemmer received a recommendation for an accountant that works with libraries. That firm, Zabinski Consulting Services, Inc., could work with the library to navigate the levy process with the City. Ms. Lemmer suggested inviting Kelly Zabinski to do a presentation for the board at a meeting in January or February on the levy process so the Board better understands its role in the process. Ms. Zabinski's consulting fee is \$75.00 per hour. Ms. Lemmer will contact her to see if she is available to do a presentation in January or February.

The City is increasing its levy above the 2.1% it recommended to the library. Ms. Lemmer stated a public meeting on the library levy is not required unless the levy is above 5%. One TIF district will be closing next year and the library needs to make a request to access those funds. Trustee Rose asked about the proposed property tax freeze and its potential impact. Ms. Lemmer stated that Lake Forest is a home rule municipality and although not subject to the tax freeze, it is anticipated that the City Council will implement any state approved tax freeze.

Ms. Lemmer reached out by letter to two law firms for information about their library experience and fees: Victor Filippini and Roger Ritzman. Victor Filippini did not respond. Roger Ritzman of Peregrine, Stine, Newman, Ritzman & Bruckner, Ltd. responded and had a lengthy conversation with Ms. Lemmer. Mr. Ritzman works with Evanston Public Library, Cary Public Library, and other North Shore libraries. He provided good advice on the phone and knows library law. His fee is \$210.00 per hour and he bills quarterly. Ms. Lemmer asked if the board would like Mr. Ritzman to do a presentation. Trustee Rose stated that if Mr. Ritzman is well recommended and Ms. Lemmer approves, he didn't see a need for a meeting. Trustee Lemke asked if Mr. Ritzman could give the board an overview on what they could expect down the road. Trustee Darling replied that the board should weigh what that would cost against what we would learn. Ms. Lemmer will discuss a possible meet and greet with Mr. Ritzman.

Senate Bill 402, as enrolled as Public Act 100-0554, requires every governmental unit to adopt either an ordinance or resolution establishing a policy to prohibit sexual harassment by January 15, 2018. At the January meeting, the board will review the Employee Manual and add a formal anti-sexual harassment policy. Ms. Lemmer recommends that over the course of 2018 the entire employee manual be reviewed and updated as necessary.

The Request for Qualifications for Architectural Services resulted in ten site visits so far. Ms. Lemmer expects that there will be at least twelve submissions. Felicia Song, assistant director, participated in all the on-site visits as well. We learned a great deal during the visits. Ms. Lemmer asked the board to consider how many firms they would like to interview and who they would like to attend the interviews.

A copy of a proposed Addendum 2 for Request for Qualifications for Architectural Services for Lake Forest Library was discussed. Some questions arose later in the process and are addressed in the proposed addendum. The addendum will be posted on the library website so that information is available to anyone considering making a submission. Trustee Travers asked about the difference between a RFP (request for proposal) and a RFQ (request for qualifications). Ms. Lemmer replied that with a RFP, you are requesting costs for a specific project and the cost is usually the main focus and with a RFQ you choose by expertise and

project fit. A RFP was not the best course of action for the library because we have multiple issues and the Library is looking for advice on identifying and prioritizing projects. The RFQ allows the board to rank the submissions based on qualifications. The board will then engage in negotiations with the top ranked firm. If an agreement cannot be reached, the board will move on to the second highest ranked firm and so on.

Selected firms will do a 30-minute presentation followed by a 30-minute period for questions. Ms. Lemmer will send trustees an email with proposed meeting dates and times so everyone can block out the times. Trustee Levitsky asked if the meetings need to be open to the public. Ms. Lemmer will check on meeting requirements. Trustee Levitsky then inquired about setting guidelines for areas of importance such as space usage, accessibility, etc. Ms. Lemmer stated that this is what we hope to accomplish with the RFQ and that all the firms were given a copy of the community survey and the strategic plan. Trustee Rose asked if Ms. Lemmer would revisit and pull together the priorities that came out of the community survey as a starting point for the board.

9. DISCUSSION AND APPROVAL OF THE FY2018 PER CAPITA GRANT APPLICATION

The Per Capita Grant application was discussed. The library is still waiting to receive last year's payment. This year the grant focus is on safety. The library is wrapping up a Security Guidelines and Procedures manual. The safety standards checklist from chapter 12 of *Serving Our Public 3.0: Standards for Illinois Public Libraries*, was reviewed at the December 11<sup>th</sup> library management meeting. The library meets all the standards with one exception; the library does not have an automated external defibrillator. Trustee Levitsky asked about the possibility of the library getting an automated external defibrillator and asked that Ms. Lemmer check on pricing and training requirements. At the December 14<sup>th</sup> all staff meeting the staff will view and discuss the video *Trends in Safety and Security in Libraries* by Steve Albrecht. The prior year's grant money was spent on electronic databases.

Trustee Levitsky asked about the trustee requirement concerning formal orientations and suggested looking into that process when bringing on new trustees. He also suggested a board review of the materials selection policy. Ms. Lemmer stated that a Board Policy Manual review is needed and should be added to the to-do list for 2018. Staff training in May will address dealing with challenging patrons. Trustee Grob asked if the police do library walk-throughs and if there are panic buttons at service desks. The library does not have panic buttons installed. Ms. Lemmer stated that in the past police walk-throughs have not been considered necessary as library maintenance staff also serve as security and respond to staff calls for assistance.

Trustee Levitsky moved to approve and file the FY2018 Per Capita Grant Application. Trustee Darling seconded. Motion carried.

10. UPDATE ON STRATEGIC PLAN INITIATIVES

The first quarterly update on progress made in implementing the strategic plan was distributed. Ms. Lemmer asked trustees to let her know if they have any questions after they review the quarterly update.

11. UNFINISHED BUSINESS

- a. Discussion and Approval of Renaissance Roofing, Inc. dome wrap

The dome wrap could not be completed today due to ice formation. Renaissance Roofing hopes to continue the process on Monday, December 18. There is a cost increase due to

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the inclusion of the dome substructure. Trustee Lemke moved to accept the revised proposal from Renaissance Roofing, Inc. to cover the dome with a protective tarp for an amount of \$8,900.00 (the originally approved \$7,500.00 plus a \$1,400.00 increase). Trustee Rose seconded. Motion unanimously carried with a roll call vote.

12. NEW BUSINESS

The library has been named a 4-star library by *Library Journal* for the 6<sup>th</sup> year in a row. Ms. Lemmer asked trustees to make note of committee meetings scheduled for next month.

13. ADJOURNMENT

Trustee Darling made a motion, seconded by Trustee Travers, to adjourn the meeting at 8:47 p.m. Motion unanimously carried.

Upcoming meetings: **Regular Board** – January 9, 2017 at 7:30 p.m.

**Finance Committee** – January 9, 2017 at 6:45 p.m.

**Services Committee** – January 9, 2017 at 6:00 p.m.

  
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Wendy Darling, Secretary

Minutes approved by the Board on January 9, 2017.