**LAKE FOREST LIBRARY BOARD OF TRUSTEES**
**360 East Deerpath Road, Lake Forest, IL 60045**
**September 26, 2018**
**7:00 p.m. Reed Room – Main Floor**
**Special Meeting**
**Board Materials**

1. Agenda
2. September 11, 2018 Meeting Minutes

**LAKE FOREST LIBRARY BOARD OF TRUSTEES**
**360 East Deerpath Road, Lake Forest, IL 60045**
**September 26, 2018**
**7:00 p.m. Reed Room – Main Floor**
**Special Meeting Agenda**

1. Call Regular Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action: Discussion and approval of the September 11, 2018 Meeting Minutes
7. Library Director Report on Building Matters
8. For action: Discussion and approval of vacation and holiday accrual procedures
9. For action: Discussion and ranking of submissions to the Request for Proposal for Capital Campaign Consultant
10. Unfinished Business
11. New Business
12. Adjournment

**Upcoming Meetings**
**Regular Board Meeting: October 9, 2018, 7:30 pm, Reed Room**

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

**Lake Forest Library Board of Trustees**
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m. September 11, 2018

CALL TO ORDER
President Levitsky called the meeting to order at 7:26 PM, and asked for a moment of silence in memory of 9/11.

ROLL CALL
Board Members present: Germaine Arnson; Wendy Darling, Treasurer; Elizabeth Grob; Andrea Lemke; Ron Levitsky, President; Beth Parsons, Secretary; Todd Puch; David Rose; Carrie Travers, Vice President
Staff present: Catherine Lemmer, Library Director

ADDITIONS TO THE AGENDA
None

APPROVAL OF THE AGENDA
Trustee Puch made a motion, seconded by Trustee Arnson, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE
No request to address the board, nor was there any new correspondence.

APPROVAL OF THE AUGUST 14, 2018 MINUTES
Trustee Grob requested an update to the minutes, as she was not present at the August 14 meeting to second the motion to adjourn. Trustee Arnson made a motion, seconded by Trustee Travers, to approve the amended meeting minutes. Motion carried unanimously.

APPROVAL OF THE MONTHLY FINANCIAL REPORT
Trustee Parsons made a motion, seconded by Trustee Grob, to approve the August 2018 financial report as presented. Motion carried unanimously.

LIBRARY DIRECTOR REPORT
The Library Director updated the board on various matters, including the suggestion to explore the elimination of late fines/fees at a future time.

APPROVAL OF THE PERSONNEL MANUAL
Trustee Rose made a motion, seconded by Trustee Arnson, to approve the updated personnel manual. Motion carried unanimously.

APPROVAL OF PERSONNEL SERVICES CONTRACT
Trustee Puch made a motion, seconded by Trustee Travers, to approve a contract with Christine Weber to assist the Library in preparing position descriptions. A unanimous roll call vote followed.

BUILDING REPORT
The Library Director indicated the need for tarp repairs to the dome. Trustees determined a new tarp might be more cost effective in the long term. Trustee Puch made a motion, seconded by Trustee Travers, to approve moving forward with a tarp replacement. A unanimous roll call vote followed.

CAPITAL PROJECTS UPDATE
The Library Director updated the board on the RFP responses to date, as well as requesting availability for a meeting to review the responses.

OLD BUSINESS
None

NEW BUSINESS
None

ADJOURMENT
Trustee Travers made a motion, seconded by Trustee Rose, to adjourn the meeting at 8:26 pm. Motion carried unanimously.

**Upcoming Meetings**
Special Board Meeting – September 26, at 7:00 pm
Regular Board Meeting – October 9, at 7:30 pm

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Beth Parsons, Secretary

Minutes approved by the Board on September 26, 2018.