LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
September 11, 2018
7:30 p.m. Reed Room – Main Floor
Regular Monthly Meeting
Board Materials

1. Agenda
2. August 14, 2018 Meeting Minutes

Upcoming Meetings
Special Board Meeting: September 18, 2018 7:30 pm, Reed Room
Regular Board Meeting: October 9, 2018, 7:30 pm, Reed Room

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Regular Monthly 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 August 14, 2018 Meeting Minutes
7. For action: Discussion and approval of the August 2018 Financial Report
8. Library Director Report
9. For action: Discussion and approval of the personnel manual
10. For action: Discussion and approval of the personnel services contract
11. Building Report
    a. For action: Discussion and approval of the dome tarp
12. Update on capital projects
13. Unfinished Business
14. New Business
15. Adjournment

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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. August 14, 2018

1. CALL TO ORDER
   President Levitsky called the meeting to order at 7:30 p.m.

2. APPOINTMENT OF SECRETARY PRO TEM
   Ms. Lemmer agreed to act as secretary and take the minutes of the meeting.

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

4. ADDITIONS TO THE AGENDA
   None.

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

6. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE
   There was no request to address the Board and no new correspondence.

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

   August 6, 2018 Special Board Meeting Minutes

8. MONTHLY FINANCIAL REPORT
   After discussion, Trustee Puch made a motion, seconded by Trustee Darling, to approve the July 2018 financial report. Motion carried unanimously with a roll call vote.

9. EXECUTIVE SESSION
   Pursuant to 5 ILCS 120/2(c)1 The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body.

   No executive session was conducted.

10. APPROVAL OF AGREEMENT
    After review, Trustee Darling made a motion, seconded by Trustee Lemke, to approve the agreement with Ronald Finch.
    Motion carried unanimously with a roll call vote.

11. APPROVAL OF THE ISSUANCE OF AN RFP FOR CAPITAL CAMPAIGN CONSULTANT SERVICES
After lengthy discussion, Trustee Arnson made a motion, seconded by Trustee Rose, to approve the issuance of an RFP for capital campaign consultant services. Motion carried unanimously.

12. LIBRARY DIRECTOR REPORT
The Library Director updated the Board on various building matters and communication strategies regarding the on-going work with the architects.

13. UPDATE ON PERSONNEL MATTERS
The Library Director updated the Board on the progress of various personnel projects. The personnel manual will be brought to the Board for approval at the September meeting. The Library is still reviewing the submissions to the RFP for developing position descriptions, pay grades, and a performance evaluation system and will bring the final selection to the Board in September.

14. UNFINISHED BUSINESS
None.

15. NEW BUSINESS
None.

16. ADJOURNMENT
Trustee Darling made a motion, seconded by Trustee Grob, to adjourn the meeting at 8:54 p.m. Motion unanimously carried.

Upcoming meetings:

Regular Board Meeting – September 11, 2018 at 7:30 p.m. Reed Room

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Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Board on September 11, 2018.