

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
January 22, 2019
Long Range Planning Committee Meeting
6:30 p.m. Director's Office – Main Floor
Board Materials**

1. Agenda
2. January 8, 2018 Long Range Planning Committee Minutes
3. Sample Director Evaluation Form

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
Long Range Planning Committee Meeting
January 22, 2019
6:30 p.m. Director's Office – Main Floor

Agenda

1. Call Meeting to Order
2. Appointment of a Secretary Pro Tem
3. Board of Trustees Roll Call
4. Additions to the Agenda
5. For action: Approval of the Agenda
6. Opportunity for the Public to Address the Board and Correspondence
7. For action: Approval of the January 8, 2018 Long Range Planning Committee Minutes
8. For action: Discussion and approval of recommendation regarding FY2020 Library Goals
9. For action: Discussion of Library Vision 2050 project
10. Unfinished Business
11. New Business
12. Adjournment

Upcoming Meetings

Regular Board Meeting: February 12, 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 East Deerpath Road, Lake Forest, IL 60045
Long Range Plan Committee Meeting Minutes
6:30 p.m., January 8, 2019

Call Finance Committee Meeting to Order

The meeting was called to order by Chair David Rose at 6:30 p.m.

Appointment of a Secretary Pro Tem

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

Roll Call

Present Board Committee Members: David Rose, Chair; Trustee Arnson, and Trustee Travers. Guests: Trustees Levitsky and Lemke; and Catherine Lemmer, Library Director.

Additions to the Agenda

None.

Approval of the Agenda

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

Opportunity for the Public to Address the Board Committee

None.

Discussion of Library Director Review Process

Trustee Rose led a discussion of a proposed review process that would tie into the Library's goals. He outlined the importance of a review process. At the end of the discussion, the Committee proposed the following pillars for the annual review: staff relationships, management and administrative systems; board relationship; library's strategic plan and LT planning; financial responsibility and oversight; library programs, services, and assets; community relations and stakeholder management; and facilities management. After discussion, the Committee decided to meet Tuesday, January 22, 2019, at 6:30 p.m., to discuss library goals for FY2020.

New Business

None

Unfinished Business

None

Adjournment

Trustee Levitsky made a motion, seconded by Trustee Travers, to adjourn the meeting at 7:14 p.m. Motion carried unanimously.

Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Board on January 22, 2019.

Lake Forest Library Sample Director Evaluation Form for Trustees

Library Director's Annual Evaluation

Date:

Form Instructions:

- 1) Each board member should individually respond to this form.
- 2) In responding to the form, board members could refer to the Strategic Plan, Board minutes, Director Reports, usage statistics, program results or other information sources from the year.
- 3) Submit this form to the Board President for inclusion in the Summation Form that will be used during the face-to-face appointment with the director.

Scale: E = excellent S = satisfactory N = needs improvement U = unknown

LFL Director Pillars of Responsibility

Rating

#1 Staff Relations, Management & Administrative Systems

- | | | | | |
|---|---|---|---|---|
| • Identify staff training needs and develop responsive training | E | S | N | U |
| • Job descriptions are developed; regular performance evaluations are held and documented | E | S | N | U |
| • Personnel policies and state and federal regulations on workplaces and employment are effectively implemented | E | S | N | U |
| • Policies and procedures are in place to maximize volunteer involvement | E | S | N | U |
| • Staff development and education is encouraged; | E | S | N | U |
| • Staff understand how their role at the library relates to the mission | E | S | N | U |
| • Library climate attracts, keeps, and motivates a diverse staff of top quality people | E | S | N | U |

Comments:

#1 Totals: E **S** **N** **U**

#2 Board Relationship

- | | | | | |
|---|---|---|---|---|
| • Appropriate, adequate, and timely information is provided to the board | E | S | N | U |
| • Support is provided to board committees | E | S | N | U |
| • The board is informed on the condition of the organization and all important factors influencing it | E | S | N | U |
| • The board works effectively | E | S | N | U |

Comments:

#2 Totals: E **S** **N** **U**

#3 Strategic & Long-Range Planning

- | | | | | |
|---|---|---|---|---|
| • The library is making progress on its long-range plan (LRP) | E | S | N | U |
| • Development of plans to meet the goals and objectives of the LRP are carried out with staff | E | S | N | U |

- and trustee involvement
- New services and programs are developed creatively and are well received by the community
- Goals and objectives are evaluated regularly
- Staff are aware of library's long-range plan and actively working to support it
- Explore and develop ideas to engage new users

E	S	N	U
E	S	N	U
E	S	N	U

Comments:

#3 Totals: E ___ S ___ N ___ U ___

#4 Financial Responsibility & Oversight

- Adequate control and accounting of all funds takes place; library uses sound financial practices
- Budget is prepared with input from staff and trustees; the library operates within budget guidelines
- Official records and documents are maintained, library is in compliance with federal, state and local regulations and reporting requirements (such as annual report, payroll withholding and reporting, etc.)
- Funds are disbursed in accordance with budget, contract/grant requirements and donor designations

E	S	N	U
E	S	N	U
E	S	N	U
E	S	N	U

Comments:

#4 Totals: E ___ S ___ N ___ U ___

#5 Library Programs, Services and Assets

- Level of patron satisfaction
- Select, trial and evaluate self-check options
- Customer service received by patrons
- Consistent application of policies that affect the public
- Expand accessibility of library services to the community
- Expand homebound outreach efforts
- Investigate, assess and test opportunities to deliver services to West Side residents
- Improve accessibility and usability of exterior and interior space to improve quality of library visits
- Identify and market programs to relevant patron groups (i.e., Young Adult, Senior, Children's, Disabled)

E	S	N	U
E	S	N	U
E	S	N	U
E	S	N	U
E	S	N	U
E	S	N	U
E	S	N	U
E	S	N	U
E	S	N	U

Comments:

#5 Totals: E ___ S ___ N ___ U ___

#6 Community Relations & Stakeholder Management

- Enrich and expand marketing and communication activities E S N U
- Services are communicated to the public effectively E S N U
- Working relationships and cooperative arrangements with government officials, community groups and organizations E S N U
- Feedback mechanism in place to hear back from patrons E S N U
- Increase library presence in the community through participation in community events E S N U
- Develop more robust relationships with local media E S N U
- Library is being marketed to the community E S N U

Comments:

#6 Totals: E ___ S ___ N ___ U ___

#7 Facilities Management

- Revisit design option with HGA to explore design to better address exterior accessibility issues while clearly meeting diverse range of interior space challenges, balancing differing user needs for social & collaborative activities with quiet work study and reflection E S N U
- Develop plan for alternative library servicing during reconstruction period including location, staffing, service levels, and timing and gain alignment with Board, City and residents E S N U
- Effectively work with City Blue Ribbon Commission to further public-private partnership in library improvement effort E S N U
- Building and grounds are kept up and needed repairs and maintenance are done on a timely basis E S N U

Comments:

#7 Totals: E ___ S ___ N ___ U ___

Additional Comments:

[Return this form to the Board President for inclusion in the Summation Form that will be used during the face-to-face appointment with the director.]