

**LAKE FOREST LIBRARY BOARD OF TRUSTEES  
360 East Deerpath Road, Lake Forest, IL 60045  
February 12, 2019  
7:30 p.m. Reed Room – Main Floor  
Regular Monthly Meeting  
Board Materials**

1. Agenda
2. January 9, 2019 Regular Meeting Minutes
3. January 2019 Financial Report

**LAKE FOREST LIBRARY BOARD OF TRUSTEES**  
**360 East Deerpath Road, Lake Forest, IL 60045**  
**February 12, 2019**  
**7:30 pm Reed Room – Main Floor**  
**Regular Meeting Agenda**

1. Call 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 January 9, 2019 Regular Meeting Minutes
7. For action: Discussion and approval of January 2019 Financial Report
8. For action: Discussion and approval of personnel matters
  - a. Exempt and non-exempt status employees
  - b. 40-hour overtime standard for non-exempt employees
  - c. Parental Leave Policy
  - d. IMRF credit
9. For action: Discussion and approval of Budget FY2020
10. For action: Discussion and approval of increasing restricted reserves
11. For action: Discussion and approval of 2019 grounds maintenance agreement
12. For action: Discussion and approval of Library Director Evaluation Process
13. Update on Vision 2050 project
  - a. For action: Discussion and approval of community stakeholder process
14. Library Director Report
15. Unfinished Business
16. New Business
17. Adjournment

**Upcoming Meetings**

**Regular Board Meeting: March 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 E Deerpath Road, Lake Forest, IL 60045  
Regular Meeting Minutes  
7:30 p.m. January 8, 2019

CALL TO ORDER

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

APPOINTMENT OF SECRETARY PRO TEM

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

ROLL CALL

Trustees Present: Germaine Arnson; Wendy Darling, Treasurer; Andrea Lemke; Ron Levitsky, President; David Rose; Carrie Travers, Vice President.

Absent: Elizabeth Grob, Beth Parsons, Secretary; and Todd Puch

Staff present: Catherine Lemmer, Library Director.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Arnson made a motion, seconded by Trustee Rose, 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 MINUTES

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

December 11, 2018 Board Meeting Minute  
November 13, 2018 Finance Committee Meeting Minutes  
June 13, 2017 Service Committee Meeting Minutes  
June 13, 2017 Nominating Committee Meeting Minutes

APPROVAL OF THE DECEMBER FINANCIAL REPORT

Ms. Lemmer presented the highlights of the December financial report. After discussion, Trustee Rose, made a motion, seconded by Trustee Arnson, to approve the December 2018 financial report. Motion carried unanimously with a roll call vote.

STRATEGIC VISION 2050 DISCUSSION

Trustee Levitsky and Director Lemmer updated the board on various aspects of the project. Trustee Levitsky identified the key areas for library board input: managing the on-going repairs of the building; managing the next steps with the dome restoration; providing input into the case statement; and serving on the Blue Ribbon Committee subcommittees.

LIBRARY DIRECTOR REPORT

The Library Director provided highlights of the past month, including the migration to the payroll module in BS&A and the receipt of three gifts in December 12,000 from The Buchanan Family Foundation, \$3,000 from The Dick Family Foundation, and \$300 from the Mary F. and David D. Grumhaus Fund. She also reported that the rewrapping of the dome was completed and the elevator fully functional. The new custodial service, Imperial Cleaning, is working out very well. Patrons and staff report that the building is cleaner.

UPDATE ON THE PERSONNEL PROJECT – NEW POSITION DESCRIPTIONS

Work on the position descriptions will wrap up this week. Benchmarking should finish by end of January. The consultant, Christine Weber, made some restructuring suggestions. Ms. Weber's suggestions and the benchmarking which will be presented to the board in February.

PARENTAL LEAVE POLICY

The Library Director shared with the Board parental leave policies adopted by other libraries and lead a discussion of the merits of such a policy. Ms. Lemmer suggested that the adoption of the policy, if any, should match the start of the new fiscal year. The Board asked Ms. Lemmer to put together additional financial information and bring it back to the board for additional discussion in February.

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 for the purpose of approving executive session minutes from 2018, evaluating the need for confidentiality of executive session minutes, and authorizing the destruction of audio recordings as needed.

Trustee Arnson made a motion, seconded by Trustee Travers, to enter executive session at 8:15 p.m. Motion carried unanimously with a roll call vote.

At 8:25 p.m., Trustee Arnson made a motion, seconded by Trustee Darling, to end the Executive Session. Motion carried unanimously with a roll call vote.

At return to open session, roll call was taken: Trustees Present: Germaine Arnson; Wendy Darling, Treasurer; Andrea Lemke; Ron Levitsky, President; David Rose; Carrie Travers, Vice President. Also present, Catherine A. Lemmer, Library Director.

Trustee Lemke made a motion, seconded by Trustee Travers, to:

1. Approve the minutes of the following Executive Sessions:

May 8, 2018 – Regular Board Meeting      March 13, 2018 – Finance Committee

2. Keep the minutes of the following Executive Sessions closed as the Board finds that the need for confidentiality still exists as provided under 5 ILCS 120/2(c):

April 10, 2018 – Regular Board Meeting      May 8, 2018 – Regular Board Meeting  
January 29, 2018 – Regular Board Meeting    January 9, 2018 – Regular Board Meeting  
January 9, 2018 – Finance Committee

3. Open the minutes for public treatment of the following Executive Sessions as the Board finds that the need for confidentiality no longer exists as provided under 5 ILCS 120/2(c)1:

March 13, 2018 – Regular Board Meeting      March 13, 2018 Finance Committee  
October 10, 2017 – Regular Board Meeting    July 11, 2017 – Regular Board Meeting  
April 11, 2017 – Regular Board Meeting      March 14, 2016 – Regular Board Meeting  
March 7, 2017 – Regular Board Meeting      March 3, 2016 – Regular Board Meeting  
March 2, 2016 – Regular Board Meeting      February 11, 2016 – Regular Board Meeting  
April 14, 2015 – Regular Board Meeting

4. Authorize the destruction of the audio recordings for the following meetings pursuant to 5 ILCS 120/2.06(c) as the Board finds the minutes accurately represent the proceedings as required by 5 ILCS 120/2.06(a):

April 10, 2018 – Regular Board Meeting      May 8, 2018 – Regular Board Meeting  
March 13, 2018 – Regular Board Meeting      March 13, 2018 Finance Committee  
January 29, 2018 – Regular Board Meeting    January 9, 2018 – Regular Board Meeting  
January 9, 2018 – Finance Committee      October 10, 2017 – Regular Board Meeting  
July 11, 2017 – Regular Board Meeting      April 11, 2017 – Regular Board Meeting  
March 14, 2016 – Regular Board Meeting      March 7, 2017 – Regular Board Meeting  
March 3, 2016 – Regular Board Meeting      March 2, 2016 – Regular Board Meeting  
February 11, 2016 – Regular Board Meeting    April 14, 2015 – Regular Board Meeting

The motion carried unanimously with a roll call vote.

#### DISCUSSION OF LIBRARY DIRECTOR REVIEW PROCESS

President Levitsky introduced the topic and thanked Trustee Rose for his leadership on this matter. Trustee Rose updated the Board on the Long-Range Planning Committee's work on a proposed review process that would tie into the Library's goals. He outlined the importance of a review process and Committee's recommendation to use 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. He reported that the Committee plans to meet Tuesday, January 22, 2019, at 6:30 p.m., to discuss library goals for FY2020 and invited all Trustees to attend.

OLD BUSINESS

None

NEW BUSINESS

None

ADJOURMENT

Trustee Rose made a motion, seconded by Trustee Lemke, to adjourn the meeting at 8:27 p.m.  
Motion carried unanimously.

**Upcoming Meetings**

Long-Range Planning Committee – January 28, 2019 at 6:30 p.m.  
Regular Board Meeting – February 12, 2019 at 7:30 p.m.

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Catherine A. Lemmer, Secretary Pro Tem

Minutes approved by the Board on February 12, 2019.

**Lake Forest Library**  
**Year-to-Date Monthly Financial Report**  
**January 2019**  
**Month 9**  
**FY2019**

Agenda Item 7

<b>REVENUES</b>	<b>Current Month Actual</b>	<b>Year to Date Actual</b>	<b>Year to Date Budget</b>	<b>Annual Budget</b>	<b>Over/(Under) Variance</b>	<b>% of Annual Budget</b>
Funds on Hand 5/1	\$2,137,906	\$2,137,906	\$2,137,906	\$1,650,000		
Tax Based (Levy, SSN, IMRF)	\$2	\$4,083,066	\$3,061,736	\$4,082,315	\$1,021,329	100.02%
Non Tax Based	\$16,440	\$145,923	\$41,138	\$54,850	\$104,786	266.04%
Gifts (includes Friends)	\$18,300	\$85,089	\$52,500	\$70,000	\$32,589	121.56%
<b>TOTAL REVENUES</b>	<b>\$34,742</b>	<b>\$4,314,078</b>	<b>\$3,155,374</b>	<b>\$4,207,165</b>	<b>\$1,158,704</b>	<b>102.54%</b>
<b>TOTAL FUNDS ON HAND</b>	<b>\$2,172,648</b>	<b>\$6,451,984</b>	<b>\$5,293,280</b>	<b>\$5,857,165</b>	<b>\$1,158,704</b>	
Sug. Reserve: \$1,388,364 (33%)						
Actual: \$2,137,906 (51%)						
<b>EXPENDITURES</b>						
Salaries & Wages	\$192,455	\$1,213,764	\$1,447,730	\$1,882,049	(\$233,966)	64.49%
Fringes	\$27,181	\$219,487	\$296,229	\$385,098	(\$76,742)	57.00%
SSN	\$14,987	\$91,377	\$110,752	\$143,977	(\$19,375)	63.47%
IMRF	\$22,998	\$111,112	\$188,205	\$244,666	(\$77,092)	45.41%
Materials (print, AV, online)	\$50,198	\$425,750	\$435,000	\$580,000	(\$9,250)	73.41%
O.O.E.	\$47,615	\$381,506	\$427,781	\$570,375	(\$46,276)	66.89%
Building Maintenance	\$7,924	\$121,647	\$147,000	\$196,000	(\$25,353)	62.06%
Sub Total	\$363,359	\$2,564,644	\$3,052,697	\$4,002,165	(\$488,053)	64.08%
Capital	\$74,260	\$94,477	\$153,750	\$205,000	(\$59,273)	46.09%
<b>TOTAL</b>	<b>\$437,618</b>	<b>\$2,659,120</b>	<b>\$3,206,447</b>	<b>\$4,207,165</b>	<b>(\$547,326)</b>	<b>63.20%</b>
<b>BALANCE</b>	<b>\$1,735,029</b>	<b>\$3,792,863</b>	<b>\$2,086,833</b>	<b>\$1,650,000</b>	<b>\$1,706,030</b>	
<b>RESERVES</b>						
Capital Improvements	\$850,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$1,450,000					

**Lake Forest Library  
January 2019 (Month 9) FY2019  
Financial Notes**

**Revenues**

Funds on Hand: \$2,137,906 (unrestricted).

Tax Based: \$4,083,066; payments received in June and September. Includes \$20,056 in Replacement Personal Property Tax (\$10,000 budget). 100% of FY budget.

Non-Tax Based: \$145,923 non-tax revenues: 266% of FY budget (Library income from fines, fees, and investment income). Includes impact fee of \$16,043 (\$12,000 budget); Illinois per capita grant of \$24,219; and investment income of \$88,181 (\$25,000 budget).

Gifts: \$85,089 includes Friends grant of \$62,000.

**Expenditures**

Salaries, Fringes: \$1,213,764 for salaries: 65% of FY budget; \$421,966 for fringes: 55% of FY budget. Includes: \$91,377 for SSN: 63% of FY budget; \$111,112 for IMRF: 45% of FY budget. Longevity pay of \$14,984 was paid in December and is included in the salary line.

Materials; Books, AV and Electronic Services: \$425,725: 73% of FY budget. Includes annual database subscription payments and robust e-resource purchasing.

Other Operating Expenditures: \$381,506: 67% of FY budget. Includes legal (\$4,725) and HGA and Christine Weber (HR consultant) payments (\$62,219) (Special Project line) (Overall for HGA is \$72,602); audit fee of \$6,785; and administrative fee of \$16,664.

Building Maintenance: \$121,647: 62% of FY budget. Reflects cleaning contract, service calls and repairs for HVAC and other systems; and annual liability and casualty insurance.

Capital: \$94,477: 46% of budget. Reflects dome re-wrap and Suburban Elevator repair of elevator.

**Reserves**

\$3,587,906. Operating cash reserve (fund balance-unassigned) is currently at \$2,137,906 due to FY2018 year-end increase in fund balance arising out of gifts, capital savings, and fiscal management; this amount can be reduced to \$1,650,000 (35% of operating expenditures) with a transfer of surplus to increase reserves for capital equipment (\$300,000), capital improvements (\$850,000), and technology (\$300,000).

Year to Date FY2019: 63% of budget expenses; 103% budget revenues