

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m., January 14, 2020

CALL TO ORDER

President Carrie Travers called the meeting to order at 7:31 p.m.

ROLL CALL

Trustees Present: Germaine Arnson, Wendy Darling, JoAnn Desmond, Elizabeth Grob, Andrea Lemke, Ron Levitsky, Todd Puch, David Rose, Carrie Travers.

Staff Present: Catherine Lemmer, Library Director. Public present: None.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Levitsky made a motion, seconded by Trustee Desmond, 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 MINUTES

Trustee Levitsky made a motion, seconded by Trustee Lemke, to approve the December 10, 2019 Regular Meeting Minutes. Motion carried unanimously.

APPROVAL OF THE DECEMBER 2019 FINANCIAL REPORT

Ms. Lemmer presented the highlights of the December 2019 financial report. After discussion, Trustee Arnson made a motion, seconded by Trustee Levitsky, to approve the December 2019 financial report. The motion carried unanimously with a roll call vote.

DISCUSSION AND APPROVAL OF CHANGES TO LIBRARY POLICIES TO REFLECT THE CANNABIS REGULATION AND TAX ACT AND WORKPLACE TRANSPARENCY ACT

After discussion, Trustee Levitsky made a motion, seconded by Trustee Puch, to approve changes to the Employee Handbook (Personnel Manual) to include: prohibition on the use of cannabis and cannabis-infused products, changes to the Rules for Using the Library, and the addition of protections for Trustees to the Anti-Harassment and Nondiscrimination Policy. The motion passed unanimously.

LIBRARY BUILDING PROJECT DISCUSSION

Prior to discussion, President Travers asked Board members to declare any conflicts of interest and report any Ex Parte communications not previously disclosed. Hearing none, discussion of the Library Building Project commenced.

The Hodge Group continues to conduct feasibility interviews with community members and will conclude these efforts by the end of February. Meetings with the Mayor and City staff regarding public-private financing options are also planned. Ongoing development of the case statement, refinement of HGA plan drawings, and updates to the project timeline occur as feedback from these meetings warrant. Trustee Rose expressed a concern that the Library Board continue to provide oversight of the project, especially

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as it relates to how the design options will satisfy the community wishes and library needs. In response to Trustee Rose, Ms. Lemmer agreed to bring more details regarding next steps to the next Board meeting. The Hodge Group will present findings and recommendations to the Library Board in March.

The Lake Forest Library Foundation, an Illinois not-for-profit corporation, was formed in December 2019. Approval of Section 501(c)3 status and an additional filing will complete the process.

LIBRARY DIRECTOR REPORT

Programming was strong in December including a very well-attended Exam Escape. A holiday magic show, a coding class for Girl Scouts, and a Dungeons and Dragons adventure were a few of the offerings during the month. Tech classes continue to have good attendance and new circulating tech items are being added, including Virtual reality and gaming. The new fine-free policy went into effect with a soft roll out in early January. February 1 is the official date.

An offer was made to Ed Finn to join the Library staff as Head of Operations. Ed brings a wealth of experience to the position and will start on January 21, 2020.

Year-end gifts to the Library included a generous donation from the Buchanan Foundation. In addition, donors to The Friends were acknowledged and invited to discuss the Library Building Project.

Signage for the restrooms has been completed in compliance with the Illinois Equitable Restrooms Act. In addition, efforts are underway to determine if space modifications can make two existing ADA-compliant restrooms, currently in administrative spaces, available for public use.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

No new business.

ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Travers, to adjourn the meeting at 8:30p.m. Motion carried unanimously.

Upcoming Meetings:

Regular Board Meeting: February 11, 2020, 7:30 p.m., Reed Room

Services Committee Meeting: February 11, 2020, 6:30 p.m., Reed Room



Germaine Arson, Secretary

Minutes to be approved by the Board on February 11, 2020.