



LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045

April 14, 2020

7:30 pm

Regular Meeting by Remote Access
Board Materials

1. April 14, 2020 Agenda
2. March 10, 2020 Regular Meeting Minutes
3. March 11, 2020 Special Meeting Minutes
4. March 2020 Financial Report
5. FY2021 Insurance Coverage
6. COVID-19 Response Report/Library Director Report
7. Update on Library Building
8. Technology Update

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045

April 14, 2020

7:30 pm

Regular Meeting by Remote Access

The Library Trustees will be remotely attending this regularly scheduled Board of Trustees meeting by electronic means, in compliance with Governor's Executive Order 2020-07, issued on March 16, 2020, that suspended certain Open Meetings Act provisions relating to in-person attendance by members of a public body. Specifically, the Governor's Order: (1) suspends the requirement in Section 2.01 that "members of a public body must be physically present:" and (2) suspends the limitations in Section 7 on when remote participation is allowed. This Executive Order is effective the duration of the Gubernatorial Disaster proclamation.

The Library will be providing members of the public with an opportunity to participate in the meeting. Members of the public can participate remotely in the meeting by accessing the following link: [Join Microsoft Teams Meeting](#) or calling +1 872-240-4516 and entering the Conference ID: 476 315 200#. Alternatively, members of the public may email comments to Catherine Lemmer, Library Director, at clemmer@lakeforestlibrary.org, before 6:30 pm on Tuesday, April 14, and the comments will be read into the meeting minutes. The minutes of the April 14 meeting will be available on the Library's website after they approved at the next meeting of the Library Trustees. All board meeting information is available at: www.lakeforestlibrary.org/board-meetings.

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: Approval of the following minutes:
 - March 10, 2020 Regular Meeting Minutes
 - March 11, 2020 Special Meeting Minutes
7. For action: discussion and approval of March 2020 Financial Report
8. For action: discussion and approval of the FY2021 insurance coverage
9. COVID-19 Response Report (includes Library Director Report)
 - For action: discussion and approval of actions taken to date with respect to payroll; modifications to check approval process; and next steps

10. The Library Building Project Update
11. Technology Update, Ed Finn, Head of Operations
 - a. Update on migration process to date
 - b. For action: discussion and approval of vendor migration proposal
12. Unfinished Business
13. New Business
14. Adjournment

Upcoming Meetings:

Special Board Meeting: April 27, 6:00 pm

Regular Board Meeting: May 12, 2020, 7:30 pm

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
6:30 p.m. March 10, 2020

CALL TO ORDER

President Carrie Travers called the meeting to order at 6:33 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; Ed Finn, Director of Operations. Guests Present: Russ Hodge, The Hodge Group; Bharat Krishman, The Hodge Group. Public Present: Tish Borkowski (arrived 7:28 p.m.).

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Levitsky made a motion, seconded by Trustee Puch, to approve the agenda. The 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 February 19, 2020 Special Meeting Minutes as presented. The motion carried unanimously.

APPROVAL OF THE FEBRUARY 2020 FINANCIAL REPORT

Ms. Lemmer presented the highlights of the February 2020 financial report. After discussion, Trustee Levitsky made a motion, seconded by Trustee Puch, to approve the February 2020 financial report. The motion carried unanimously with a roll call vote.

LIBRARY PROJECT UPDATE

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.

Rush Hodge and Bharat Krishman, The Hodge Group (THG), began their presentation by applauding the efforts of Library Director Lemmer and recognized her solid reputation in the community. They also commended her staff on their work on the case statement and coordination of community interviews.

The project report was presented, including a review of the feasibility study process, interview feedback, and recommendations. The overall consensus confirmed the need for a public/private partnership, strong leadership by the Library Board with support from the City, and the creation of a foundation to support fundraising and an endowment. Communication of a clear vision for the Library's role in the community, a flexible design that can adapt to future technology and space needs, creative service delivery plans for the west side, and a respect for the history and tradition of the current library building and site were all viewed as key requirements for a successful campaign. Capital campaign actions and a target number for the project were outlined.

Trustee Levitsky expressed concerns about how the current financial uncertainty would impact the project timeline. Mr. Hodge recommended that the process keep moving ahead as much as possible, with consistent and regular communication with the City and key stakeholders. The original timeframe for campaign committee involvement was set to begin in April, proceed throughout the summer, with a target start date set for early fall to coordinate with the City budget calendar.

Trustee Travers asked about creating an endowment and THG indicated that would be a responsibility of the new foundation. Trustee Rose inquired about the Friends of the Lake Forest Library's role in relation to the foundation. Ms. Lemmer indicated that the Friends had declined to act as a 501(c)(3) foundation desiring to focus on their book sale efforts. They remain a passionate supporter of the library and want to do what is best to support the Library and the Building Project.

Trustees Desmond and Rose inquired about bond issuance by the Library as part of the funding package. Ms. Lemmer noted that Illinois state law prohibits the Library from issuing bonds and paying off any bonds issued by the City. Trustee Levitsky asked about how the Board and City Council would be equipped to share consistent project and campaign messaging. THG would provide in-depth training for the Board and campaign committee and a broader orientation program for the City Council.

Further discussion of capital campaign actions and Stage 3 of The Hodge Group contract was continued until the March 11 Special Meeting.

DISCUSSION AND APPROVAL OF THE FY2021 BUDGET

Ms. Lemmer presented the proposed FY2021 budget and commentary. In preparing the FY2021 budget, the Library examined each aspect of its operation to determine the best and most cost-effective method for providing Library services without compromising the high level of service provided to the community.

Revenues reflect the 2.1% CPI-based levy increase and estimated growth of \$29,533, increasing revenue by \$79,385 over FY2020. Revenues from fees were negatively impacted by the elimination of fines. In addition, the Library will receive no TIF funds from the Laurel & Western development.

Operating expenses are expected to increase by 2%. Salaries, wages, and benefits continue to comprise a large part of the budget. A Special Projects line was added to cover architectural and capital campaign expenses. In addition, the allocation to the capital equipment fund was increased in anticipation of upgrades to the offsite availability/delivery of materials and services.

Trustee Rose requested that capital equipment funds not be specifically earmarked without a cohesive plan in place. Trustee Levitsky asked about how the budget was constructed to reflect the changing dynamics of the next 3-4 years. Ms. Lemmer addressed both concerns by stating that there is flexibility built into key capital accounts to allow the Library to maintain and improve the high level of service while planning for the potential of a short-term relocation.

Trustee Levitsky made a motion, seconded by Trustee Puch, to approve the FY2021 budget. The motion carried with a roll call vote.

TECHNOLOGY UPDATE

Ed Finn, Director of Operations, presented specific plans to evaluate and upgrade Library technology infrastructure. System upgrades will improve current service delivery and position the Library for a smooth transition in the event of a temporary relocation. Contracting with a managed service provider and a move to more cloud-based operations are in the works. Other efforts include a pilot of Windows Office 365, as well as a pilot of internally-developed self-checkout technology. In addition, quotes are out to implement internet access via existing fiber optic cable. RFID capabilities are also being researched for various applications.

Trustee Rose inquired about the ability to access Library services via smart device app, noting the cumbersome website-centered process currently in place. Mr. Finn will research this with CCS and provide an update at a future meeting.

LIBRARY DIRECTOR REPORT

The Library is continuously monitoring the coronavirus situation and implementing plans to keep staff and patrons safe. One key service the Library offers is providing timely and accurate information to the public. The website is updated regularly to reflect changes. Staff has created operational documentation to assist in the event of a staff shortage due to illness. Normal operations will continue as long as they are appropriate.

Lake Forest Library Board of Trustees
Regular Meeting Minutes
March 10, 2020

The PLA Conference offered a good opportunity to research new technologies that can enhance service delivery, including book dispensers, locker systems, and RFID tagging. It also provided time for meeting with Jane Dederling, HGA, and Penny Hummel Consulting to get a head start on onsite meetings scheduled for the week of March 9.

The Library was able to remain open during the planned ComEd outages required to allow repair of the transformer; however, it was learned that existing safety lighting did not function properly when the power was briefly off to the building. Because this is a safety issue, repairs and replacements began immediately.

Trustee Levitsky asked what the Library was doing to promote community participation in the 2020 Census. Ms. Lemmer mentioned that, in addition to posting informational signage in the building, the Library provides a dedicated terminal to be used for online completion of census forms. A program, Everything You Need to Know About the Census, was offered in February. Trustee Grob noted an error in the Jan 2020 Reference Readers Advisory statistics. Ms. Lemmer will update with correct information.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

No new business.

ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Desmond, to adjourn the meeting at 8:09 p.m. Motion carried unanimously.

Upcoming Meetings:

Special Board Meeting: March 11, 2020, 6:00 p.m., Reed Room

Regular Board Meeting: April 14, 2020 7:30 p.m., Reed Room

Germaine Arnson, Secretary

Minutes approved by the Board on April 14, 2020.

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Special Meeting Minutes
6:00 p.m. March 11, 2020

CALL TO ORDER

President Carrie Travers called the meeting to order at 6:02 p.m.

ROLL CALL

Trustees Present: Germaine Arnson, Wendy Darling, JoAnn Desmond, Elizabeth Grob, Andrea Lemke, Ron Levitsky, David Rose, Carrie Travers. Trustees Absent: Todd Puch. Staff Present: Catherine Lemmer, Library Director; Ed Finn, Head of Operations. Guests Present: Jane Dederling, HGA; Penny Hummel, PHC.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Darling made a motion, seconded by Trustee Levitsky, to approve the agenda. The 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.

DISCUSSION AND APPROVAL OF CAPITAL CAMPAIGN ACTIONS AND THE HODGE GROUP CONTRACT, STAGE 3

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.

Discussion centered on concerns about whether the target number proposed by The Hodge Group (THG) was sufficient to deliver a 21st-century library to the community. Trustee Rose expressed concern that the proposed number would force compromises to the initial vision. Trustee Darling believed the number was realistic, given the current financial uncertainty. Several trustees expressed confidence in THG's findings, based on their research and interviews with the City and key civic and philanthropic leaders.

Trustee Rose made a motion, seconded by Trustee Darling, to accept The Hodge Group report as presented, and to approve the capital campaign actions identified by The Hodge Group. The motion carried unanimously with a role call vote.

Lake Forest Library Board of Trustees
Special Meeting Minutes
March 11, 2020

DISCUSSION AND APPROVAL OF CAPITAL CAMPAIGN ACTIONS AND THE HODGE GROUP CONTRACT, STAGE 3 (con't)

Trustee Desmond made a motion, seconded by Trustee Levitsky, to approve The Hodge Group, Stage 3 contract in the amount of \$10,000. The motion carried unanimously with a roll call vote.

PRESENTATION BY HGA AND PENNY HUMMEL CONSULTING

Jane Dederling, HGA, began the presentation, confirming the scope of the design and reviewing the upcoming information collection phase of the project. Working with Penny Hummel, HGA will develop square footage targets that will further inform the design. Deliverables will include functional design images of exteriors and interiors based on form, function, and flexibility.

Penny Hummel, library program consultant, mentioned that she had met with staff and was very pleased with those discussions and thanked them for their commitment to the project. She then shared library trends that should be considered as the process moves ahead. "Third place" philosophy, knowledge creation, emerging technologies, sustainability, and staff efficiencies were key areas to address in addition to improved patron experience. Trustees were asked to share positives about our current space and programming, things that did not work well, and, finally, our vision and specifics for what we would like to see in our redesigned library. These discussions will continue as the design work moves forward.

NEW BUSINESS

No new business.

ADJOURNMENT

Trustee Levitsky made a motion, seconded by Trustee Desmond, to adjourn the meeting at 8:09 p.m. Motion carried unanimously.

Upcoming Meetings:

Regular Board Meeting: April 14, 2020 7:30 p.m., Reed Room

Germaine Arnson, Secretary
Minutes approved by the Board on April 14, 2020.

Lake Forest Library
Year-to-Date Monthly Financial Report
March 2020
Unaudited Month 11
FY2020

REVENUES	Current Month Actual	Year to Date Actual	Year to Date Budget	Annual Budget	(Over)/Under Variance	% of Annual Budget
Unassigned Funds on Hand 5/1	\$1,727,562	\$1,727,562	\$937,906	\$937,906		
Tax Based (Levy, SSN, IMRF)	\$15,837	\$4,193,461	\$4,197,193	\$4,197,193	(\$3,732)	99.91%
Non Tax Based	\$22,617	\$166,517	\$57,933	\$63,200	\$108,584	263.48%
Gifts (includes Friends)	\$0	\$114,442	\$76,083	\$83,000	\$38,359	137.88%
TOTAL REVENUES	\$38,454	\$4,474,420	\$4,331,209	\$4,343,393	\$143,211	103.02%
TOTAL FUNDS ON HAND	\$1,766,016	\$6,201,982	\$5,269,115	\$5,281,299	\$932,867	
EXPENDITURES						
Salaries & Wages	\$130,303	\$1,472,056	\$1,678,060	\$1,817,898	\$206,004	80.98%
Fringes	\$32,317	\$340,075	\$377,049	\$408,470	\$36,974	83.26%
SSN	\$9,691	\$109,745	\$134,454	\$145,659	\$24,709	75.34%
IMRF	\$12,760	\$119,795	\$174,618	\$189,170	\$54,823	63.33%
Materials (print, AV, tech, online)	\$44,072	\$509,306	\$585,750	\$639,000	\$76,444	79.70%
Other Operating Expenses	\$38,549	\$441,790	\$522,844	\$570,375	\$81,054	77.46%
Building Maintenance	\$9,560	\$142,750	\$225,317	\$245,800	\$82,567	58.08%
Sub Total	\$277,252	\$3,135,517	\$3,698,092	\$4,016,372	\$562,575	78.07%
Capital	\$0	\$17,833	\$187,917	\$205,000	\$170,084	8.70%
TOTAL	\$277,252	\$3,153,350	\$3,886,008	\$4,221,372	\$732,658	74.70%
BALANCE		\$3,048,632	\$1,383,107	\$1,059,927		
RESERVES						
Capital Improvements	\$2,050,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$2,650,000					

Agenda Item 8

Discussion and Approval of FY2021 General Liability Coverage

Hill & Stone is bidding out the Library's insurance coverage FY2021. Due to the pandemic, information gathering is taking more time than usual. The premium and other information will be available at the Board meeting.

Premiums	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
Worker's Comp	\$15,512	\$10,416	\$10,606	\$7,930	\$3,041	\$5,190	
Umbrella	\$7,400	\$7,775	\$7,575	\$7,575	\$7,575	\$7,575	
Package	\$17,763	\$19,444	\$18,378	\$18,871	\$19,799	\$19,998	
Management Liability	\$2,435	\$2,575	\$3,080	\$3,080	\$3,372	\$3,372	
	\$43,110	\$40,210	\$39,639	\$37,456	\$33,787	\$36,135	\$0

**COVID-19 Response/Library Director Report
April 14, 2020**

Although Library operations closed at 6:00 p.m. on Monday, March 16, we are working tirelessly to let our patrons know that we continue to be open virtually, offering and even expanding a great number of services, collections, and events. Staff are communicating and collaborating regularly using email and other online platforms. Everyone has worked extremely hard to make the adjustment to work from home, while balancing increased family responsibilities and processing the threat of the COVID-19 pandemic.

Steps taken to serve the Lake Forest Community include, but are not limited to, the following:

- Providing reliable sources for health information related to COVID-19
- Making online library card registration available
- Extending expiration dates on library cards
- Extending due dates on all currently checked out materials
- Eliminating overdue fines on the Take-Out Tech collection
- Enhancing and highlighting our digital collections and resources (eBooks, eAudiobooks, streaming content, learning platforms) by adding resources and remote access options
- Continuing individual Readers Advisory and Reference services via phone, email, and virtual form
- Adding chat reference services
- Maintaining public wi-fi access 24/7
- Continuing our reader's and viewer's advisory services with virtual recommendations of books, movies/television shows, and music
- Designing and offering online events such as online book discussions, livestreamed story times, and chats
- Sharing community social media posts, messages, and resources in support of our community partners
- Maintaining and updating website and social media channels
- Maintaining library operations, including building maintenance and security, information technology (IT), finance, human resources, and staff learning and development

Most of these efforts required coordination between staff from many departments. I am very proud of how our staff has responded to such a disruptive change to our Library and the Lake Forest community. This experience thus far has highlighted the fact that we have an exceptional staff who care deeply about the Lake Forest community and each other.

Next Steps

The Library has developed a COVID-19 Strategic Plan. The plan focuses on (i) developing and enhancing our virtual presence in an organized structured manner that connects us to the Lake Forest Community and advances the Library's mission; and (ii) re-engages the physical space in stages. It is a work in progress and flexes as the situation changes. The goal was to document

every aspect of the physical space operations so we could effectively restore onsite services in stages. The plan anticipates seven stages over the next eight months.

FEMA Funding Under the Public Assistance (PA) Program Grant

The Library prepared and submitted an IEMA grant for reimbursement of costs related to the pandemic. Full scale payroll is not recoverable, but expenses for supplies, cleaning, and certain identified personnel costs are. It is a long shot, but it was worth the time to submit it.

Facilities

The library building was deep cleaned after it was closed for the Governor's Shelter-in-Place order. Since March 16, Joe Faust, Head of Facilities, has done a daily inspection of the building. On April 7, 2020, Murphy Miller was onsite with Joe to retire the boilers and bring the AC back online. On April 9, Joe was onsite for minor repairs to the alarm system. The building will receive a thorough cleaning before it is re-opened to staff and the public by Imperial Services, the Library's outside custodian services. In addition, day porter services have been arranged. The onsite day porter will wipe down high touch areas such as doorknobs and restrooms throughout the day once the building is being used for operations. Social distancing barriers are being investigated.

Friends of Lake Forest Library

In email communication with the executive team of the Friends of the Library, we have all agreed that it is not safe for the public, Friends members, or library staff to bring donations into the building for the near future. In addition, social distancing recommendations cannot be satisfied given the location of the elevator, shelving configuration, and tight spaces in our back room. They have already cancelled the June Children's sale. At this point, they are communicating with the REC center and among themselves as to the feasibility of the September sale.

Personnel - Ratify actions taken to date to continue salary and benefits during closure

It is recommended that the Library Board ratify the plan to continue employee salary and benefits for the duration of closures associated with the Coronavirus and Declarations of Shelter at Home by the President and Governor. Global public health concerns associated with the COVID-19 pandemic have resulted in the closure of the Library to the public. Despite the closure, many Library employees continue to provide services to the Lake Forest community. Technology initiatives such as Office365, BS&A, and website are allowing many employees to continue to work remotely ensuring the continuation, and even enhancement of Library services.

Library employees are being creative and innovative in keeping the Library connected and relevant to the Lake Forest Community. In addition, employees are being encouraged to continue educational and library engagement activities. All employees complete online Work Activity Forms that capture both regular work and these added education/engagement activities. Employees are asked to report on the form what was learned and how the activity can benefit the Library.

On the operations side, senior staff meet twice a week via Microsoft Teams and Department Heads are in daily contact with their teams. Library board meetings are continuing using Microsoft Teams. Processing of vendor payments and payroll operations continues. Budget lines are being evaluated and re-evaluated to determine where best to allocate our resources during the time. The Head of Operations is moving the migration to O365 ahead on an accelerated project line. The Library Director attends weekly north shore library director meetings via Zoom; legal and HR webinars and one-on-one sessions regarding the impact of the recent legislation; and is available to any staff member. A Strategic Plan for the next eight months has been developed.

Effective April 1, 2020, the Families First Coronavirus Response Act (FFCRA) requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020. The Library Director and Head of Operations will provide guidance to staff regarding the applicability of FFCRA to Library employees.

Actions by the Federal and state governments are being taken to mitigate the impact on unemployment rolls. City employees have been informed by the City Manager that they will continue to receive salary and benefits through the duration of these closures. The Library acted similarly. All costs associated with this action have been accounted for in the Library's FY2020 annual budget.

Personnel – Remote working policy

The Library's workspaces do not currently satisfy the six-foot social distancing recommendations. Although we are working on a plan to stagger staff hours, some Library staff may continue to work remotely to enable the Library to comply with social distancing requirements post May 1. We are working on a policy. There are a few open issues at this time, for example:

- Under the January 2019 for the Illinois Wage Payment and Collection Act employees working from home must be reimbursed a portion of their technology costs – home and internet. There is discussion on whether this will be suspended during the pandemic.
- Some leased equipment (other than laptops) may have to go off site. How to protect this equipment is under investigation.

We hope to have these resolved and the policy finished to bring to the Board for approval by the next meeting.

Personnel – Year end evaluations

The Library will be using a modified year-end evaluation process in late April and early May to evaluate all employees. Although challenging, I have asked the Department Heads to look back over the first 10 months of FY2020, and determine if there were outstanding actions by any member of their teams that would have warranted a year-end bonus if we had not experienced the pandemic. Last year we amended the Library's pay plan to eliminate longevity pay and look

to merit pay and bonuses. In the spirit of this decision I would like to, at a minimum, have personnel files document the outstanding work that was done in the first 10 months of FY2020.

The City has informed its staff that it will continue with the budgeted FY2021 pay raises and year end merit bonuses. We will look at this on a case-by-case basis.

The Library Board has two special meetings coming up in the next few weeks as well as the May meeting. I will get my evaluation materials to you in the coming week for review at one of those meetings.

Northbrook Public Library is creating a database gathering actions taken by local libraries with respect to budgeted pay increases and the on-going payment of salaries and benefits during closures. This information will be shared with the board at the next meeting.

Operations - Finance

Article V of the Library's bylaws require that "any check over \$10,000 shall also be signed by the President, or in absence of the President, the Vice President or Treasurer." Due to the Shelter in Place restrictions, check 326608 was mailed to the vendor without the required signature. Check 326608 in the amount of \$10,156 was for work billed by Greco Electric on Invoice 11721 (\$2,326) and Invoice 11720 (\$7,830). The invoices covered the work done on the safety and exit signs that we discovered were not working properly after the last Com Ed pole work in early in March. A copy of the check register and check was shared with the President and Treasurer on the day the check was mailed. The expenditure was previously approved, and the payment will be approved as part of the March Financial Report approval process.

Under our current process, all invoices are approved by the Library Director and entered into the BS&A system by the bookkeeper. The City's finance office confirms that the invoice matches the check request and that the vendor's W-9 is on file. The check register is reviewed by both the Library Director and bookkeeper. Copies of the checks are retained with the invoices onsite at the Library. Checks are mailed by the bookkeeper. Electronic signatures are not an option.

It is recommended that the board ratify the action taken with respect to Check 326608 and approve the process for the future.

Adopt motions with respect to operations during the COVID pandemic:

To ratify the salary and benefits paid during the Shelter in Place closure.

To ratify the actions taken by the Library Director with respect to Check 326608 for \$10,156 and to authorize the Library Director to pay vendor checks in excess of \$10,000 provided: the expense is authorized by the Board; a copy of the invoice and check is emailed to the Board President and Treasurer at the time of mailing; and that notice of the action is specifically noted in the monthly financial report.

Update on the Library Building Project

In conversations with HGA in early April, the Library sought input as to the long-term effect of COVID-19 on designs for public spaces. HGA reports that there are lots of questions and conversations going on about how comfortable people will be with shared space going forward. As with all things, there is a spectrum running from social spaces (pre-COVID) to nothing shared (post-COVID). Currently the conversations are at the extreme, and it is going to shake out somewhere near the middle. HGA is in the thick of these conversations because they are designing workspaces for their corporate clients. However, much of the focus of these conversations is on maintenance of shared spaces – how hard are the surfaces to keep clean, how many air handlers – rather than no shared spaces. Our directive to HGA has always been to design “flexible” space that could change or alter as circumstances demand. In addition, we have directed “breathing space” and ADA compliance, both of which will open up our bottleneck spaces. These design directives will work to build spaces that are responding to today’s heightened awareness of proximity and tomorrow’s more casual awareness of proximity.

HGA also tracked Mayor Pandaleon’s comments about the bond market and the availability of contractors moving some projects to the finish line despite the public health situation. The Hodge Group is strategizing with the Library on how best to follow up on these points.

On April 7 and 8, Library Trustees provided feedback to The Hodge Group on proposed talking points. The revised version is attached. I grouped them under the type of question that might generate the proposed response.

Upcoming Meetings

Monday, April 20, Noon-2:00 pm. Library staff and two board representatives meet with HGA and Penny Hummel to review her planning report. Zoom Call.

Monday, April 20, 6:00 – 8:00 pm. *Special board meeting.* Via Microsoft Teams.

Monday, April 27, 6:00 – 8:00/9:00 pm. *Special Board Meeting - Design Workshop I.* Zoom Call.

Tuesday, May 12, 7:30 pm. *Regular Board Meeting.*

Tuesday, May 19, 6:00 – 8:00/9:00 pm. *Special Board Meeting-Design Workshop II.* Zoom Call.

Tuesday, June 9, 7:30 pm. *Regular Board Meeting.*

Monday, June 22, 6:00 – 8:00/9:00 pm. *Special Board Meeting - Design Workshop III.* Zoom Call.

Tuesday, June 23, 1:00 – 3:00 pm. *Foundation Board Sneak Peak.* Two board representatives, library director, meet with HGA and Foundation Board.

Tuesday, July 14, 2:00 – 6:00 pm. Open house in library lobby with two board representatives, senior library staff, and HGA.

Tuesday, July 14, 6:00 – 8:00 pm. *Regular Board Meeting (special start time) - Final Design Review.*

Technology Update

CVI extended its current contract one quarter, through July 31, 2020. Ed has contacted all vendors who submitted RFP submissions, notifying them the timeline has been extended and that there will be time allowed for revision based on the changing technology footprint at the Library.

CVI has been slow to assist with the Library's move to Office 365, specifically the migration of email and needed files on shared drives. The primary reason is their lack of experience with fully virtual systems in the library environment. Ed has been building processes, structures, and moving many of our materials over to the virtual platforms. He has also solicited two proposals from vendors with more experience in the Microsoft ecosystem to move the Exchange (email) server.

Discuss and approve vendor costs associated with migration to O365.