

**LAKE FOREST LIBRARY BOARD OF TRUSTEES**  
**360 East Deerpath Road, Lake Forest, IL 60045**  
**Tuesday, August 11, 2020, 5:30 p.m.**  
**Regular Meeting by Remote Access (Virtual)**

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 provides members of the public with an opportunity to participate in the meeting.

Members of the public can participate remotely in the meeting via Zoom by clicking the following:

**[Join Zoom Meeting](#)**

Password: 1953

Meeting URL: <https://hga.zoom.us/j/94195929818?pwd=aXhHdzNFaDFZVVg1bHhVRllncWZ3dz09>

**Join AUDIO-ONLY:**

Dial: +1 646 558 8656 (US Toll)  
+1 415 762 9988 (US Toll)

Meeting ID: 941 9592 9818

Password: 1953

**Join AUDIO-ONLY by Cell Phone:**

Click to Call: US: [+16465588656](tel:+16465588656), [94195929818#](tel:+14157629988), [#,1953#](tel:+1953) or  
[+14157629988](tel:+14157629988), [94195929818#](tel:+14157629988), [#,1953#](tel:+14157629988)

Alternatively, members of the public may email comments to Catherine Lemmer, Library Director, at [clemmer@lakeforestlibrary.org](mailto:clemmer@lakeforestlibrary.org), before 2:00 pm on Tuesday, August 11, and the comments will be read into the meeting minutes. The minutes of the August 11 meeting will be available on the Library's website after they are approved at the next meeting of the Library Board of Trustees. Current and past meeting information is available at: [www.lakeforestlibrary.org/board-meetings](http://www.lakeforestlibrary.org/board-meetings). The Library website and social media platforms are updated after the meeting.

## Agenda

1. Call Meeting to Order.
2. President's Remarks:

This meeting of the Lake Forest Library Board is being held as a virtual meeting because the Illinois Governor has declared the COVID-19 pandemic a disaster and it is not practical or prudent for in-person meetings. The Library Director is on-site at the Library for this meeting and may be reached by calling 847.810.4602. This meeting is being recorded.
3. Board of Trustees Roll Call/Confirmation that can hear the discussion.
4. Call for additions to the Agenda.
5. For action: Approval of the Agenda. [Roll call vote]
6. Opportunity for the Public to Address the Board and Correspondence.
7. For action: Approval of the August 3, 2020 Meeting Minutes [Roll call vote]
8. Discussion of moving September 2020 board meeting due to Labor Day holiday
9. Introductory remarks and presentation by HGA, Inc. and discussion and approval of next steps in the design process [Roll call vote]
10. Unfinished Business
11. New Business
12. Adjournment

### Upcoming Meeting: Regular Board Meeting, September 8, 2020

Special meetings may be called at any time with proper notice pursuant to the Library's bylaws.

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.

## **PUBLIC COMMENT AT BOARD MEETINGS POLICY**

The Illinois Open Meetings Act provides in Section 2.06 that at meetings of public bodies, “any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body.” 5 ILCS 120/2.06(g).

The Board of Trustees welcomes public participation. This policy provides the following rules and guidelines for public participation at its meetings.

Individuals attending board meetings must conduct themselves with respect and civility toward others. Abusive, profane, threatening, or harassing language and/or personal attacks will not be permitted. The Board President or presiding officer may prohibit further comment at the meeting by a speaker whose remarks violate this rule.

Public comments are permitted during the time designated on the Board of Trustees meeting agenda, unless otherwise directed by the Board President.

The Board President determines the order in which speakers will be recognized.

When recognized by the Board President, the speaker should begin by stating his or her name and address.

Public comments will ordinarily be limited to three (3) minutes per speaker. The Board President shall have discretion to modify this time limit, as well as to limit repetitive comments.

Members of the public will not be allowed to speak a second time until all members of the public who wish to speak have been allowed to do so. The Board President will determine whether second public comments will be permitted, and if so, the appropriate amount of time for public discussion, and will end public comment at his/her discretion.

Board members are not obligated to respond to comments from the public. Issues requiring possible action by the board may be added to a future meeting agenda, and issues that can be addressed by library administration will be noted.

A copy of these guidelines will be placed next to the sign-in sheet made available to members of the public at the entrance to board meetings.

Petitions or written correspondence directed to the board shall be presented to the board by the Board President or Secretary at the next regularly scheduled board meeting.

Minutes are a summary of the board’s discussion and actions. Speaker requests to append written statements or correspondence to the minutes are not favored. Generally, written materials presented to the board will be included in the library’s files rather than in the minutes. The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in these guidelines.

**August 2020 Board Meeting – August 2020 Public Correspondence**

**Patron Comments/Suggestions:** Comments are transcribed from the “How are we doing? Share your comments, suggestions, compliments, or complaints” cards in the foyer of the library. Comments also come via phone, email and U.S. post. This does not include program evaluation comments.

Correspondence regarding the capital improvement project has been added to the Trustee’s SharePoint Site.

**Comments from the Library Capital Improvement Project Webpage**

**Yuh Schabacker August 1, 2020**

Thank you for your interest in the Lake Forest Library's Capital Improvement Project.

*Your Question:* Where do I see the plans? Is this a LEED certified building? What is the budget for future upkeep and maintenance? Are you going zero footprint to keep running cost down and to not contribute to increase our community’s footprint? How about not doing such a large footprint but rent out small organic garden plots? How about thinking outside the box for more timely services?

*Response:* The Library Board is working with HGA, the Library's architects and engineer, in the pre-design and program study phase. There are no specific plans to review as of yet. The project involves restoration and rehabilitation of the original 1931 building as well as an addition to accommodate 21st century library services. The current building is costly to operate, both from a staffing and failing infrastructure perspective. In addition, part of the fund raising goal is to develop an endowment for the Library.

Although it is known that the 1931 building will not be as efficient as a new building; and every effort is being made in the new addition. There have been discussions with HGA regarding LEED and the building's footprint, especially in light of the new large buildings to the north of the Library. The Library has been focused on its mission, delivering the resources, services, and materials for the library user of today and the future. The constrained site has encouraged much out of the box thinking; although not as far as renting the front lawn for organic garden spaces.

You will find additional information about the project on the library’s website at: <https://www.lakeforestlibrary.org/library-capital-improvement-project> and <https://www.lakeforestlibrary.org/executive-summary-library-capital-improvement-project-timeline>. Please do not hesitate to reach out if this does not answer your questions.

**Email**

**August 3, 2020 Laura Torosian, 401 East Westminster**

As a neighbor of the beautiful Lake Forest Library, I wanted to reach out and applaud your Board’s work in innovating the space for its next 100 years. A project of this scope is both necessary and important to the city and the multigenerational patrons of the Library. I spent my childhood biking to and from the Library, rolling down the front lawn, and looking up in wonder at the murals; you can imagine how I treasured the days when my own boys got their first library cards.

When my husband and I bought our house, we could never have foreseen the teardown of the Swift house next door, nor the seemingly ever-encroaching Altounian/Witmer development on the other side. We are in full support of mindful progress and look forward to new neighbors, but it would not be a stretch to describe our feelings of being under siege by development. Please, please, please put the Library first and ensure space for natural beauty on all sides. Any worthwhile analysis must prioritize green space, natural beauty, and a site plan that enhances the classical building.

Furthermore, it is vitally important that the architectural integrity of this iconic building is maintained. We urge the Board to examine any addition or alteration to the exterior with an eye toward not just preservation, but celebration, of the building. The same caution with which any changes are made to Market Square should without doubt be applied to the Library. This is such an exciting chance to do something beautiful and celebratory with the jewel in the crown of Lake Forest. We hope that a classical plan is at the forefront of any planning, lest we tack on a dated addition that forever marks the year it was built.

Thank you, and thank you for all you are doing to make the Library the special place it is.

**August 5, 2020 Library Response:** Thank you for your interest in the Lake Forest Library Capital Improvement Project. The Library Board is working on providing a 21st century library on an extremely challenging lot and revitalization of the original 1931 building. The intent is not to create a museum of the original 1931 space, but to create new life in the original building as the space in the original 1931 building will be vital to library operations going forward. In 1978 additions were added to the Library that worked to add space, but not cohesion from a library operations point of view. The Library Board wants to avoid that in this capital improvement project. The Library's architects are well versed in historical buildings and the historical preservation requirements.

There is information, both a time line and an executive summary, about the project at: [Lake Forest Library Imagine](#). I will make the Library Board aware of your comments. Again, thank you for your comments regarding the project.

**August 5, 2020 Laura Torosian, 401 East Westminster (added Cathy Czerniak, Director of Community Development as a cc)**

Thank you for getting back to me.

I have looked at the timeline/strategic plan and certainly appreciate the need for modernization.

Having served on multiple boards during capital improvements and campaigns, I am most interested in the RFP process as—typically—they involve multiple architectural firms bidding at no cost. There is nothing on the website, that I could find, contained drawings or renderings of any sort.

Discussions the other evening mentioned “gables” and “glass boxes,” neither of which gave comfort. Assuming the drawings are perhaps hard to find on the website, but that they are in fact there, could you please send me the sketches to date?

Thank you. Laura Torosian

**August 6, 2020 Library Response**

The Library issued an RFQ for architectural services in November 2017. The process was deliberative and thorough and reached a wide range of potential applicants. See more about the process on our website at [www.lakeforestlibrary.org/imagine](http://www.lakeforestlibrary.org/imagine). HGA Inc. was hired for their expertise with civic institutions such as libraries and museums and their work in preservation. The HGA team includes Ginny Lackovic, who is the current chair of the Minneapolis HPC. Her work includes many unique historic projects, including the restoration of the Minnesota state capitol building.

There are no drawings or renderings as the Library Board is in design and program phase. The recent changes to OMA due to COVID-19 require the recording of virtually held Library Board meetings. The recordings are on the Library's website.

The Library Board is working diligently, responsibly, and respectfully on a building that delivers the 21st century library the Lake Forest community desires while respecting and breathing new life into the 1931 building. The next board meeting is scheduled for Tuesday, August 11. The agenda posted on the Library website will include the access link. If this does not respond to your questions, please do not hesitate to contact me.

**Lake Forest Library Board of Trustees**  
360 E Deerpath Road, Lake Forest, IL 60045  
Regular Meeting (Remote Access) Minutes  
5:30 p.m. August 3, 2020

CALL TO ORDER

President Wendy Darling called the meeting to order at 5:31 p.m. with the following statement:

This meeting of the Lake Forest Library Board is being held as a virtual meeting because the Illinois Governor has declared the COVID-19 pandemic a disaster and it is not practical or prudent for in-person meetings. The Library Director is on-site at the Library for this meeting and may be reached by calling 847.810.4602. This meeting is being recorded.

ROLL CALL/CONFIRMATION OF ABILITY TO HEAR PROCEEDINGS

Trustees Present: Germaine Arnsen, Bryan Bertola, Wendy Darling, JoAnn Desmond, Elizabeth Grob, JJ Johnson, Andrea Lemke, David Rose, and Carrie Travers.

Staff Present: Catherine Lemmer, Library Director; Ed Finn, Head of Operations.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Arnsen made a motion, seconded by Trustee Johnson, to approve the agenda. The motion carried unanimously with a roll call vote.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD AND CORRESPONDENCE

No request to address the board.

APPROVAL OF MINUTES

Trustee Grob made a motion, seconded by Trustee Arnsen to approve the July 14, 2020 Meeting Minutes. The motion carried unanimously with a roll call vote.

DISCUSSION AND APPROVAL OF THE JULY 2020 FINANCIAL REPORT

Director Lemmer provided a report of the July 2020 financials in the board packet and inquired if there were any questions from Trustees. She reported that the revenue lines performed as anticipated and they are carefully managing expenses with materials purchases primarily limited to high demand items and e-resources. Ms. Lemmer further explained that they are doing necessary life safety work that includes electrical repairs from the Com Ed transformer explosion which were delayed due to COVID-19. Trustee Rose inquired about the need to rewrap the dome again this year and Mr. Finn indicated that they were watching it closely and would respond if needed. Trustee Lemke made a motion, seconded by Trustee Rose, to approve the July 2020 financial report as presented. The motion carried unanimously with a roll call vote.

#### DISCUSSION AND APPROVAL OF REINSTATING THE FY2021 PAY PLAN

Director Lemmer reported that FY2021 pay increases were included in the budget and all salaries and wages were paid in full until May. In June, part-time staff were only paid for hours worked due to adjusted schedules and remote services. Ms. Lemmer shared that staff have been extraordinarily innovative during this pandemic while working under very challenging conditions. Trustee Travers made a motion, seconded by Trustee Johnson, to approve the reinstatement of the FY2021 Pay Plan, effective August 3, 2020. The motion carried unanimously with a roll call vote.

#### DISCUSSION OF FY2021 STRATEGIC PLANNING EFFORTS

Director Lemmer presented an overview of options the Trustees may wish to consider in furthering strategic planning beyond its current 2017-2020 Plan. Although many objectives have been accomplished, the four main goals continue to be relevant. Trustee Johnson suggested that the Library Board may wish to emphasize a future focus on seniors and children. After a thoughtful discussion, there was a consensus of the Trustees that the primary goals were still relevant and that a modified strategic planning process would be suitable at this time. Trustees that are interested in participating on this committee should contact Director Lemmer.

#### LIBRARY DIRECTOR REPORT

Ms. Lemmer referred the Trustees to her written report in the Board Packet where she reported on access to the library; Read Between the Ravines; West Train Station opening; Administration and Operations items; Personnel; the FY2020 Annual Report; and the Library Capital Improvement Project. Upon questioning about the replacement of our departing Facility Manager, Mr. Finn reported that there has been a good response, thus far, to the posted position. There was a brief discussion about what the Board expects to see in the HGA presentation at the August 11, 2020 Board Meeting. The consensus was that HGA should present more detailed versions of both the double gable and classical designs.

#### UNFINISHED BUSINESS

No unfinished business.

#### NEW BUSINESS

No new business.

#### ADJOURNMENT

Trustee Lemke made a motion, seconded by Trustee Travers, to adjourn the meeting at 6:23 p.m. Motion carried unanimously with a roll call vote.



Lake Forest Library Board of Trustees  
Regular Meeting (Remote Access) Minutes  
August 3, 2020

Upcoming Meetings:

**Regular Board Meeting: August 11, 2020 5:30 p.m., Remote Access**

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JoAnn Desmond, Secretary

Minutes approved by the Board on August 11, 2020.

## **Agenda Item 8**

### **Discussion of moving the date of the September 2020 Board Meeting**

The second Tuesday of the month is September 8, the day after the Labor Day weekend. The Board meeting could be moved to later in the week or the following week to accommodate travel plans if needed.