

**Lake Forest Library Board of Trustees**  
360 E Deerpath Road, Lake Forest, IL 60045  
Regular Meeting (Remote Access) Minutes  
7:30 p.m. December 8, 2020

CALL TO ORDER

President Wendy Darling called the meeting to order at 7:30 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 and the recording posted on the Library website.

ROLL CALL/CONFIRMATION OF ABILITY TO HEAR PROCEEDINGS

Trustees Present: Germaine Arnson, Bryan Bertola, Wendy Darling, JoAnn Desmond, Elizabeth Grob, John F. Johnson, Andrea Lemke, David Rose, and Carrie Travers. All yeas. 9 trustees in attendance, a quorum was present.

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

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD AND CORRESPONDENCE

No request to address the board.

ADDITIONS TO THE AGENDA

None

CONSENT AGENDA

- A. Approval of the Agenda
- B. Approval of the November 10, 2020 Meeting Minutes
- C. Approval of the November 2020 Financial Report
- D. Approval of January 21, 6:00 pm as date and time of Library Trustee Workshop

Director Lemmer presented the November 2020 Financial Report. She shared the status of tax revenue to date and explained that Lake County is still in collection mode, which accounts for receipt of only 96% of the levy thus far. She relayed the County's opinion that another 2 or 3% of tax extension should eventually be received from this tax cycle. In these uncertain circumstances, Ms. Lemmer explained that the Library's expenses are being managed conservatively.

At the Workshop on January 21, Ms. Lemmer indicated that Trustees would discuss the Strategic Plan 2020-2023, proposed technology updates, annual policy updates, and enhanced services for the west side.

After discussion, Trustee Johnson made a motion, and Trustee Grob seconded to approve the items on the Consent Agenda as presented. 9 yeas, motion carried with a roll call vote.

DISCUSSION OF ILLINOIS LIBRARY STANDARDS IN SUPPORT OF 2021 CAPITAL GRANT REQUIREMENTS AND AUTHORIZATION TO FILE GRANT APPLICATION

As a follow up to the November Board meeting where the first eight chapters were discussed, Director Lemmer reviewed the final chapters 9 through 13 of the *Standards for Illinois Public Libraries; Serving Our Public 4.0* and described how Lake Forest Library met and exceeded every standard, with the exception of accessibility, which continues to be a challenge given the building's physical constraints. Ms. Lemmer identified how the Library was meeting each of these core standards: Reference and Reader's Advisory Services; Programming; Youth/Young Adult Services; Technology; and Marketing, Promotion and Collaboration. She gave high praise to the staff who are never complacent and always innovating, refining and thinking about how to take things to the next level.

Trustee Rose inquired about technology and the possibility of utilizing an app with a catalog, like the one Deerfield Public Library is using. Director Lemmer indicated that the last time she inquired about building or using an app, the cost was around \$25,000 but that it was a good time to revisit the matter. She will inquire with the CCS consortium to determine if other libraries would be willing to collaborate to share this expense and report back to the Board.

With approval of the Trustees, the 2021 Per Capita Grant Application will be filed by December 15, 2020. The Library's past awards were just over \$24,000.

Trustee Arnson made a motion, and Trustee Rose seconded to authorize the Library Director to submit the 2021 Per Capita Grant Application. 9 yeas, motion carried with a roll call vote.

FACILITIES AND TECHNOLOGY REPORT (ED FINN, HEAD OF OPERATIONS)

Mr. Finn highlighted a few of the activities taking place in the Library. He indicated that the dome wrap work was well done and on budget by Country Living Construction and provided photos of the completed project. Mr. Finn shared that the lobby was reconfigured for pick up only and the Facilities team is looking at ways to reduce the possibility of a slip/fall in the courtyards when the weather gets icy. In the area of technology, he explained that they were looking at a number of enhancements, including fiber internet, and setting up remote printing.

LIBRARY DIRECTOR REPORT

Director Lemmer discussed some successful program highlights and the positive performance measures. She shared that the Library received a \$10,000 gift from the Buchanan Family Foundation to use where the need is greatest. Ms. Lemmer also reported that the Library submitted a \$42,000 grant request to the Friends of the Library for FY2022 to support

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programming and other specialty projects the Friends regularly fund. She explained that the grant request was kept low because they did not have a 2020 book sale and due to the upcoming capital project. The Library will seek other grant resources to fully fund programming in FY2022. She explained the Friends participation in the Community Pop-up Store at the east train station and that they would accept donations there on December 22. Donated books would be stored in the Library's parking lot pod while under a period of quarantine.

Director Lemmer discussed the Community Engagement Strategy to provide opportunities for all stakeholders to learn about the capital project and provide input. Mr. Finn described how technology would be used to manage feedback and information sharing. They both shared the importance of providing options for all voices in the community to be heard and responded to suggestions and questions by Trustees.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

No new business.

ADJOURNMENT

Trustee Travers made a motion, seconded by Trustee Lemke, to adjourn the meeting at 8:24 p.m. 9 years, motion carried.

Upcoming Meetings:

**Regular Board Meeting: January 12, 2021 7:30 p.m., Remote Access**

**Board Workshop: January 21, 2021 6:00 p.m., Remote Access**

**/s/JoAnn Desmond (signed electronically due to COVID-19 Pandemic)**

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JoAnn Desmond, Secretary

Minutes approved by the Board on January 12, 2021.