

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting (Remote Access) Minutes
7:30 p.m. March 9, 2021

CALL TO ORDER

President Wendy Darling called the meeting to order at 7:31 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 and the recording posted on the Library website.

ROLL CALL/CONFIRMATION OF ABILITY TO HEAR PROCEEDINGS

Trustees Present: Germain 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 is present.

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

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD AND CORRESPONDENCE

Rommy Lopat (410 E. Woodland) addressed the Board by reviewing an email she sent to board members March 8, 2021 regarding City Councilman Melanie Rummel's public comments in a Council meeting. Ms. Lopat expressed concern that the Library was not involved in the use of the City owned parcel or the large condo development immediately to the north of the Library. She requested the Library attend the Plan Commission on March 10th and pose questions regarding the condo development to the north. Her email is in the record of the meeting.

President Darling also acknowledged an email from Liz Moore that will be entered into the record. In response to Ms. Lopat and other questions regarding the McKinley Condo Project, President Darling indicated she was pleased that so many Lake Foresters value the Library and are looking out for the Library's best interests. She made the following comments in response to the many questions received about the McKinley Road Development Project: 1) The City property was not offered for sale to the Library or to the Friends of the Library; 2) The small piece of land designated for the Library in the land swap as part of Phase III of the McKinley Road Project will make the new ring road possible; 3) The City land is not available to develop into a parking lot; 4) The location of the land does not make it ideal for the library plan; and 5) The Library Board will make a presentation at the March 15th City Council Meeting and is moving forward with the restoration and renovation project within the current site. The project is in the pre-design stage and the public will be engaged as it moves forward.

LIBRARY PRESENTATIONS

- A. Read Between the Ravines, Michelle Doshi, Librarian. Ms. Doshi reviewed the successful Read Between the Ravines program offered in partnership with Lake Bluff Library and

other community organizations that started in 2019. The program is made possible in part with support from the Friends of Lake Forest Library. She shared the 2021 book selection of *Reading with Patrick* by Michelle Kuo and provided a summary of the book and biography of its author. Ms. Doshi described the upcoming activities in March and April related to this reading and encouraged participation in these events and the author interview with Northwestern University Professor David Smith on April 7th via Facebook.

- B. 1000 Books before Kindergarten, Michelle Frigo, Librarian. Ms. Frigo described this new motivational reading (literacy) program for pre-kindergarten children funded in part with support from the Friends of Lake Forest Library. Consistent with the research on early literacy and school success the program goals are to support early literacy for kindergarten readiness and to develop lifelong readers.

ADDITIONS TO THE AGENDA

None

CONSENT AGENDA

- A. Approval of the Agenda
- B. Approval of the February 1, 2021 Special Meeting Minutes
- C. Approval of the January 2021 and February 2021 Financial Reports

Director Lemmer indicated that they are carefully monitoring the Library's revenue as well as expenditures and no issues are expected. In response to a question from Trustee Johnson about personnel and maintenance cost being underbudget, Ms. Lemmer responded that one full-time position was not filled and there was a less use of part-time hours due to the reduced operating hours under the Covid-19 pandemic. She also indicated that we were fortunate that there were no costly maintenance issues thus far and everything that is broken that can be fixed has been addressed.

Trustee Rose made a motion, and Trustee Travers seconded to approve the Consent Agenda as presented. 9 yeas, motion carried with a roll call vote.

DISCUSSION AND APPROVAL OF CHANGES TO EMPLOYMENT BENEFIT MATTERS

1. **Employee Classifications.** Director Lemmer explained the rationale for recommending that Shelters be reclassified from Temporary employees to Regular Part-Time employees to accurately reflect their job status and length of employment with the Library. Although Shelters start at minimum wage, the reclassification would entitle them to earn *pro rata* sick and vacation time as part-time employees with minimal budget impact.
2. **Employee Work Week.** Director Lemmer recommends adjusting the work week from 37 hours to 37.5 hours per week. With the Library using the City's BS&A platform, this would allow the Library to be consistent with the City work week of 75 hours per payroll period.

3. **Aligning Work Week Across all Departments.** Ms. Lemmer explained that in the past, the Facilities Manager was an hourly position, and the 40-hour work week was maintained for continuity. However, with the reclassification of this position to a full-time exempt position, accruals for part-time Facilities staff should be brought in line with the rest of based on a 37.5-hour work week. This aligned schedule would allow for a single system for vacation and sick time accruals.
4. **Vacation Accruals.** Director Lemmer explained that in 2018, the Library adopted a policy limiting vacation accruals to address the looming adverse financial impact caused by excess vacation banks. Currently Library employees may carry into the new fiscal year no more than one week plus leave earned from January to April 30. The amount a part-time staff can carry over is a cumbersome formula based on number of hours worked and years of service. Ms. Lemmer recommends that the Library move to the following system effective May 1, 2021:
 - Full time staff may carry over no more than 75 hours without a waiver.
 - Part time staff may carry over no more than 25 hours without a waiver.

After discussion and a request for additional information about recommendations related to **Paid Parental Leave, EAP Plan, and Staff Training and Development**, President Darling indicated that these employment benefit changes would be placed on a future agenda for a vote when the Board has had more time to evaluate them. Director Lemmer was asked to provide additional information.

Trustee Johnson made a motion and Trustee Darling seconded to accept the staff recommendations for Employee Classification, Employee Work Week, Aligning Work Week Across all Departments, and the Vacation Accrual Plan, as presented. 9 yeas, Motion passed with a roll call vote.

DISCUSSION AND APPROVAL OF 2021-2023 STRATEGIC PLAN

Following a Board workshop on January 21, 2021 and input from all board members in the development of the 2021-2023 Strategic Plan, Director Lemmer presented a revised version incorporating all feedback. In a question by Trustee Rose under **Goal 3: Improve Library spaces to ensure accessibility and desired functionality**, he expressed a desire to see less focus on research to determine if there is a gap in service on the west side and more a focus on action to do something about a problem that is known to exist. After further discussion, Trustee Johnson suggested a revision of the wording from *Undertaking meaningful research to measure service usage to determine and respond to “service gaps” based on geographic locations* to *“Develop plans to identify and address “service gaps” based on geographic location.”* There was Board consensus that this was preferred wording.

Lake Forest Library Board of Trustees
Regular Meeting (Remote Access) Minutes
March 9, 2021

There was also a discussion about the use of metrics and assuring that we are looking at the right data so, that when identified, problems can be adequately addressed.

Trustee Rose made a motion, second by Trustee Desmond to approve the 2021-2023 Strategic Plan, as edited. 9 yeas, Motion passed on a roll call vote.

DISCUSSION AND APPROVAL OF FY2022 LIBRARY BUDGET

Director Lemmer explained the zero-based budgeting process used when developing the Library budget. She explained the improvement in reporting and managing the budget that would result from now having access to the City's BS&A budgeting tool. The FY2022 budget was based on the 2.3% CPI factor plus growth resulting in a \$4.387M revenue estimate. The revenue reflects the decreases in Library-generated revenue from interest and gifts. Expenses are generally flat; with planned technology improvements such as installation of fiber and implementation of RFID.

Ms. Lemmer responded to Board questions and indicated that personnel raises, one retirement expense, potential bonuses, and some additional part-time staff (to be added if needed were included in the proposed budget.

Trustee Johnson made the motion, seconded by Trustee Grob, to approve the FY2022 Library Budget, as presented. 9 yeas, Motion passed on a roll call vote.

LIBRARY DIRECTOR REPORT

In the interest of time, Director Lemmer referred the Trustees to the Board packet where she provided updates on services, administration and operations, technology, program highlights, and performance metrics.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

No new business.

ADJOURNMENT

Trustee Travers made a motion, seconded by Trustee Desmond, to adjourn the meeting at 9:14 p.m. 9 yeas, motion carried.

Upcoming Meetings: **Regular Board Meeting: April 13, 2021 7:30 p.m., Remote Access**

/s/ JoAnn Desmond, Secretary (electronic signature due to COVID-19 Pandemic)

JoAnn Desmond, Secretary

Minutes approved by the Board on April 13, 2021.