

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest IL 60045
Regular Meeting Minutes
7:30 p.m., October 12, 2021

CALL TO ORDER

President John F. Johnson called the meeting to order at 7:32 p.m. with the following statement: *Please be advised that the members of the Lake Forest Library Board will be remotely attending this meeting by electronic means, in compliance with the recent amendments to the Illinois Open Meetings Act. The Mayor of the City of Lake Forest has determined that it is not prudent or practical to conduct an in-person meeting due to the COVID-19 pandemic. The Library will be providing members of the public with the opportunity to attend this meeting virtually, as well as provide public comment at the meeting.*

ROLL CALL

Present: Bryan Bertola, Jim Clifton, JoAnn Desmond, Elizabeth Grob, John Johnson, Andrea Lemke, Sue Shattock and Heather Strong

Absent: Germaine Arnson

8 trustees in attendance, a quorum is present

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

PRESIDENT'S REMARKS

President Johnson shared his research of reading the old records and minutes of the Lake Forest Library Board and its creation of the Lake Forest Library in 1898. The Board of the Friends of the Lake Forest Library sent a letter to the Board requesting operational consideration with a request to respond by October 15. He stated that the Library Board is committed to working with the Friends and will have a response prior to the November 9 Board meeting. He is committed to working and collaborating with the Friends organization, along with other city organizations. The Friends will offer their report on the annual book sale to the Library Board at the regular meeting on November 9. President Johnson expressed thanks to co-chairs Nancy Meiling and Sande Noble for their tireless efforts in leading the annual book sale since 2000. He summarized his experience working at the annual book sale and interacting with several happy buyers.

CALL FOR ADDITIONS TO THE AGENDA

None.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Laura Luce commented on her appreciation for the Nickolai Remisoff mural exhibit at the Library and the decluttering of the Library lobby. She gave a brief history of the display cabinets, her wish for period appropriate furniture in the lobby, and requested additional public comment opportunities later in the meeting. Ms. Luce read a letter from Art Miller regarding his approval of the look of the decluttered foyer and his recommendation that the Library seek period furniture at the appropriate time.

CORRESPONDENCE REPORT

No comments on the materials included in the board package.

APPROVAL OF THE CONSENT AGENDA

President Johnson asked if there were any questions on any of the consent agenda items. There being no request by a Trustee to consider any of the following items separately:

- a. Approval of the October 12, 2021 Agenda.
- b. Approval of the September 14, 2021 Regular Meeting Minutes
- c. Approval of the September 2021 Financial Report

Trustee Grob made a motion, and Trustee Shattock seconded, to approve the Consent Agenda as presented. 8 yeas votes. Motion passed on a roll call vote.

COMMITTEE REPORTS: BUILDING COMMITTEE

Trustee Bertola gave the Board and public a brief update with the following information:

- The Request for Architectural and Engineering Qualifications (“RFQ”) was posted Monday, September 27.
- The City and community organizations received notification of the RFQ in order to “spread the word” if they were so inclined to interested parties.
- The Building Committee and Library staff have conducted multiple walk-throughs around the building and inside the attic of the dome with potential candidates.
- The Building Committee is pleased with the response rate and the quality of the candidates to date.
- RFQ submissions are due on Friday, October 15.
- The Building Committee is in the process of preparing a review process for the RFQ submissions and more information will follow.
- The Building Committee has scheduled a public meeting to provide Board and community members the opportunity to suggest questions for the interview process. The Building Committee meeting will be virtual on TEAMS on Tuesday, October 19, at 6:30 p.m.
- The Library project was mentioned in the Ward 1 community meeting. Alderman Morris and city staff responded about the process the Library Board is undertaking. Two public questions/comments presented were to consider underground parking and a lit crosswalk on Deerpath Road to the parking lot with signage similar to that between south and middle campus areas at Lake Forest College.

Trustee Strong mentioned that the Library had identified materials from the 1984 dome project that was very helpful and that the information was shared in the RFQ.

REPORT ON PER CAPITA GRANT REQUIREMENTS-SERVING OUR PUBLIC 4.0 STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Director Lemmer explained that in Illinois the Illinois State Librarian is also the Illinois Secretary of State. The Illinois State Library and Illinois Library Association developed the *Serving Our Public:*

Standards for Illinois Public Libraries. The Public Library Per Capita Grant program administered by the Illinois Secretary of State requires the Trustees review the Standards. In the past, the requirement focused on one standard per year. This year the Trustees are required to review all the Standards. The Library received \$28,578.13 in grant funds in response to the January 2021 application, which will be used primarily for technology in the next year. The Library has always focused on meeting these standards so our work going forward is to look at how and where we can continue to improve.

Director Lemmer noted that the Board package included a written report for Chapters 1-6 of the Standards and asked if there were any questions. She then reviewed Chapter 2: Governance and Administration. The Library will pick up the work again with the State of Illinois on its record retention and destruction policy. The use of BS&A for HR and finance means the Library is retaining less paper and moving more information to electronic storage. The Library has in place day-to-day operational procedures to cover short term succession planning needs. A long-term succession plan, including an organizational plan, is being worked on and the Board will hear more about this in the next couple of months.

Mr. Finn reported on Chapter 3: Personnel. The Library has made changes due to COVID and aligning with best practices. The Library created the Staff Information Hub in 2020 and this year added a Human Resources page. He is looking forward and trying to anticipate the next few years with succession planning, and the impact of RFID and COVID. The Library is working to fill open positions and anticipate future needs. The Library is working with the City of Lake Forest HR department to align its processes and procedures with the City's HR system.

He addressed the issues in Chapter 4: Access. The Library is working on making the building more accessible, as well as considering westside solutions. Director Lemmer added that deepening the collection is another way to think about access. For example, the addition of materials such as large print, audio materials, and Wonderbooks (reluctant reader materials) help patrons engage with the Library.

Mr. Finn discussed Chapter 5: Building Infrastructure and Maintenance. The Library continues to investigate updating the building to meet the Standards. He strives to not just check the boxes on the Checklist but focuses on making the environment better in the Library. He mentioned the refreshing of the Library foyer that engaged the entire Library staff in stewardship of the building. For example, all the wall prep and painting was done in-house by the Facilities team.

Mr. Finn address Chapter 6: Safety. The Library revamped the 2017 Emergency Procedure and Safety Manual as a physical and virtual document for easy access by staff. All staff have completed safety training and annual training will be required for each employee in the future.

Mr. Finn and Director Lemmer responded to Trustee Strong's question about exit interviews when employees leave the Library and tracking employee turnovers. Mr. Finn noted that HR does conduct exit interviews and Ms. Lemmer noted that the Library had calculated its turnover rate a few years ago and would update the information. Mr. Finn reported that the Library will need to update its 2018 salary benchmarking to ensure the Library is competitive in the market. Trustee Lemke inquired about safety drills occurring in the Library. Director Lemmer mentioned that de-escalation training for the employees is being researched.

LIBRARY OPERATIONS REPORT

Director Lemmer expressed the joy she sees in patrons coming to the Library, especially the children. A community highlight is the StoryWalk around the Library and local elementary schools. She noted Kate Buckardt's dedication to and the success of the Lake Forest Reads 2021 that concluded on October 7. Trustee Shattock has volunteered to help investigate the possibility of a community Literary/Author Festival for 2022/2023. Mr. Finn updated the Board on the telephone system and the positive impact it will have on communicating with our patrons. The Library has 29% of the total collection tagged for RFID and is on track to finish as planned.

UNFINISHED BUSINESS

Trustee Desmond commented on the Friends of the Lake Forest Library letter to the Board. She noted she was hopeful for a timely and thoughtful response to the Friends request. She highlighted the need for a strong collaboration with the Friends.

NEW BUSINESS

No new business.

ADJOURNMENT

Trustee Desmond made a motion, seconded by Trustee Lemke, to adjourn the meeting at 8:35 p.m. 8 yea votes, motion passed with a roll call vote.

Upcoming Meeting: Regular Board Meeting, November 9, 2021

/s/ Elizabeth Grob

Elizabeth Grob, Secretary

Minutes approved by the Board on November 9, 2021.