

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Amended Regular Meeting Minutes
7:30 p.m., May 10, 2022

CALL TO ORDER

President John F. Johnson, welcomed all, and called the meeting to order at 7:30 p.m.

ROLL CALL

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

9 trustees in attendance, a quorum was present.

Staff Present: Ed Finn, Director of Operations; Sameer Notta, Finance Officer

Absent: Catherine Lemmer, Executive Director

CALL FOR ADDITIONS TO THE AGENDA

None

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Susan Athenson, President of the Lake Forest Preservation Foundation, thanked the Board for video recording the April 12th Library Board meeting. The Board will continue video recordings for their meetings.

CORRESPONDENCE REPORT

No discussion.

APPROVAL OF THE CONSENT AGENDA

Consent Agenda (omnibus vote on matters 6(a)-6(e)):

- a. Approval of the May 10, 2022 Agenda
- b. Approval of April 12, 2022 Regular Meeting Minutes
- c. Approval of the April 2022 Financial Report
- d. Approval of renewal contract with Outsource IT Solutions Group (OSG)
- e. Approval of FY2023 non-resident card fee of \$628.17

Trustee Lemke asked if the non-resident card fee covers the entire family or is it only for an individual. Mr. Finn answered the question, later in the meeting, that the \$628.17 fee covers the entire family's ability to use the Lake Forest Library. Trustee Strong asked if there was a cap on the number of non-resident cards purchased. President Johnson stated that he is not aware of a cap on the number of cards.

Trustee Arnson made a motion and seconded by Trustee Grob to approve the Consent Agenda. 9 yeas votes. Motion passed unanimously on a roll call vote.

DISCUSSION AND APPROVAL OF INCREASE IN LIABILITY COVERAGE

Trustee Desmond stated that she believes that the recommendation supplied by the insurance company, Hill & Stone Insurance Agency, Inc. was adequate as presented at the April Board meeting. Trustee Grob mentioned the acknowledged lack of accessibility in the Library and wanted Library Board members sufficiently covered in the case of an incident occurring on the Library premises.

Trustee Desmond made a motion and seconded by Trustee Shattock to accept the recommendation of Hill & Stone Insurance Agency Inc., presented at the April 12th Board Meeting regarding liability coverage. 9 yeas votes. Motion passed unanimously on a roll call vote.

COMMITTEE REPORTS

President Johnson informed the Board that Trustee Bertola and Trustee Arnson consented to serve on the Nominating Committee to develop the officer slate for the election of the officers for the FY2023 Library Board. He will serve as the third member of the Committee. The Committee will present the officer slate during the June 14th meeting.

Trustee Desmond made a motion, seconded by Trustee Lemke, to approve the members of the Nominating Committee to create the slate of officers for the FY2023 Library Board. 9 yeas votes. Motion passed unanimously on a roll call vote.

Trustee Bertola, Chairperson of the Building Committee, introduced Ken Itle from Wiss, Janney, Elstner Associates, Inc. ("WJE"), to present recommendations for the Dome repair and restoration project. Mr. Itle reminded the Board of the terminology used in the description of the Dome and adjacent structures. He described how the design of the dome and adjacent structure handles rain as it descends off the building. He pointed out how to better manage the water to alleviate damage to the Library interior and exterior structure.

He recommended keeping the original 1930s skylight with repairs to cracked glass and sealant work to the joinery. Mr. Itle suggested that the existing lead coated copper (1984 vintage material), wood battens, and felt underlayment for the gypsum deck, be removed on the Dome. Replacement materials include a rubberized underlayment, new wood battens, and tin-zinc alloy coated copper roofing to match the original copper detailing.

At the base of the Dome, he proposed a slight modification to the primary cornice detail to include subtracting a curve and including a gutter into the assembly which would help manage the rain drainage to keep water off the masonry walls. Mr. Itle suggested that work be done on the corner areas by removing all the 1980s material to get down to the original structural deck and apply new underlayment and coated copper roofing to match the profiles and details of the

existing Dome. There may be subtle changes to the corner piers but would not be visible from ground level.

The stone masonry would be cleaned, joints resealed, and copper flashings added to skyward facing surfaces. The gutters on the perimeter would remain. The brick masonry walls need repointing at the joints on the four walls under the Dome down to grade level.

Interior repair work would include cleaning the efflorescent by dry brushing the walls, repointing joints, replacing a small quantity of bricks to restore the wall to its original integrity. The steel trusses and the gypsum deck of the Dome are in good shape. The laylight in the lobby is in very good shape and only needs housekeeping after the project is completed.

The ceiling needs plaster repair and then priming and painting. He recommended that work on the murals in the Rotunda be deferred because this work needs to be completed by a conservator and should be separate from the roof and mason contractors. Also, he believes that work on the murals should occur after the Dome repair and restoration is watertight and the project has settled, which may take several seasons to realize. Trustee Desmond asked if the murals should be removed from the walls before repair and restoration starts. Mr. Itle said it would not be feasible to remove them before the construction work starts. He stated the majority of the work will take place outside the building, but the plastering and painting contractors need to protect the murals, as well as all the interior finishes, when restoring the interior ceiling. He stressed the importance of making sure the exterior is watertight at the end of each day of construction.

Mr. Itle discussed the lead-coated copper used in the structure of the Dome and weathering effects on the exterior of the building. Due to health concerns a lot of manufacturers have dropped production of lead-coated copper so there is only one fabricator left in the U.S. He suggested a substitute material of tin-zinc-coated copper (Freedom Gray™) that will weather to a neutral gray. The material sample he provided to the Board was reflective but will lose its sheen to become dull over time.

The construction phase for the Dome project will start with building scaffolding around the entire Dome area which will affect the courtyards and part of the northwest side parking lot. The next steps include the Library Board confirming the scope of the project, presenting to the Historic Preservation Commission on May 25th to obtain the Certificate of Appropriateness, moving forward with creating construction drawings and specs, obtaining construction bids and then completing the construction. Trustee Desmond asked if the Library could remain open during construction. Mr. Itle said that since most of the work takes place outside with only the smaller work occurring with the plaster repair and painting happening inside, he believed the Library could remain open. He warned the Board that there will be dust and noise associated with the construction. Trustee Desmond asked about the maintenance of the Dome over the years. Mr. Itle responded that the skylight would need attention to the sealant every 5-10 years to prevent gaps, the sheet metal work will be low maintenance, the gutters and the drainage

need regular attention to prevent clogs from leaves and debris and keeping tabs on sealed joints where two different materials are joined. WJE could put a maintenance plan together.

The entire project should take many months but less than a year to complete. President Johnson asked if the type of seams used will be solder or mechanical. Given the geometry and the complexity of the work, Mr. Itle responded that a lot of soldering will be needed. The contractors will have to demonstrate that they know how to solder a good seam, and that they understand the complexities of the wraps around the radius of the Dome.

Mr. Itle answered questions from the community.

Paul Bergmann asked about the damage of the wood battens. Mr. Itle responded that they would be replaced. Mr. Bergmann asked about bending the metal for the wrap without fatiguing the metal. Mr. Itle said that copper lends itself to being bent and warped without fatigue.

Susan Athenson asked if the skylight will be opaque or clear to let light into the Rotunda. Mr. Itle responded that the skylight at the roof level is wire glass and the laylight is a milky, frosted glass. She asked about the downspouts located on the building. Mr. Itle said there will be two new downspouts located on the north side of the dome (rear) down to the flat roof area over the stacks out of view from most vantage points. Ms. Athenson asked about the wood kneewall below the dome structure as viewed from the interior of the dome attic. Mr. Itle answered that the wood infill wall below the dome and the masonry area is not structural and has a fair amount of water damage and would likely need to be replaced anyway so reworking it to accommodate the proposed gutter detail would not be a problem.

Bob Shaw asked about the experience of WJE in completing this type of repair and restoration to domes and have they made similar recommendations to the client. Mr. Itle responded that every job is different, but he has been very happy with the results of the tin-zinc-copper used in other jobs. Mr. Shaw wanted clarification on timeframe of the job completion given supply chain issues and the effects of COVID. Mr. Itle agreed that these have been unusual times, but he believes that the completion of one year from the start time to completion is reasonable given that the material used are not uncommon or unusual.

Ms. Atkinson asked about the risk of fire during the project. Mr. Itle said that open torches for soldering will not be used, and the contractors will need to be skilled in this process. Also, he addressed her question about his experience of dealing with this type of dome and he said the Library Dome is unique in some details and aspects.

Trustee Arnson made a motion and seconded by Trustee Desmond to authorize the submission of an Application to the Historic Preservation Commission for a Certificate of Appropriateness based on recommendations by Wiss, Janney, Elstner Associates, Inc. on the Dome Project. 9 yeay votes. Motion passed unanimously on a roll call vote.

LIBRARY OPERATIONS REPORT

President Johnson called attention to Librarians on staff. Michelle Frigo, Children's Librarian, was nominated for the Illinois Library Association 2022 Youth Librarian of the Year. Emmy Neal, YA Librarian, was nominated for the Illinois Library Association 2022 YA Librarian of the Year. Also, Kate Buckardt has been promoted to Head of Adult Services. Also, he noted the popularity of the RFID system, with adults and children using the self-checkout machines. Ed Finn updated the Board on the wrap over the Dome. It should be completed soon even with the additional work that was needed and the delays due to weather.

ADJOURNMENT TO EXECUTIVE SESSION

President Johnson asked to adjourn the public meeting to enter Executive Session. The Library Board adjourned into Executive Session pursuant to 5 ILCS 120/2(c)(1): The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

Trustee Desmond made a motion and seconded by Trustee Shattock for adjournment of the public meeting at 8:37 p.m. 9 yea votes. Motion passed unanimously on a roll call vote.

RETURN TO REGULAR SESSION

President Johnson called the meeting to order at 10:12 p.m.

ROLL CALL

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

9 trustees in attendance, a quorum was present.

Trustee Desmond made a motion, seconded by Trustee Arnson, to open Regular Session.

9 yea votes. Motion passed unanimously on a roll call vote.

PRESIDENT'S REMARKS

President Johnson called for a vote on the FY2023 annual compensation changes for Catherine Lemmer, Executive Director. The Board voted on the Annual Current Salary 5% Increase of \$6,636 from \$132,710 to \$139,346, and a one-time merit bonus of 2% or \$2,654. This makes the total annual compensation of \$142,000 for FY2023.

Trustee Lemke made a motion and seconded by Trustee Shattock to approve Catherine Lemmer's Annual Current Salary 5% Increase of \$6,636 from \$132,710 to \$139,346.

8 yea votes (Trustees Arnson, Bertola, Clifton, Desmond, Grob, Johnson, Lemke, and Shattuck),
1 no vote (Trustee Strong). Motion passed on a roll call vote.

Trustee Grob made a motion and seconded by Trustee Bertola to approved was one-time Merit Bonus of 2% or \$2,654, making the total annual compensation of \$142,000 for FY2023.

7 yea votes (Trustees Arnson, Bertola, Clifton, Grob, Johnson, Lemke, and Shattuck), 2 no votes (Trustees Desmond and Strong). Motion passed on a roll call vote.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

Trustee Desmond made a motion, seconded by Trustee Shattock, to the adjourn the meeting.
President Johnson adjourned the meeting by a visual vote at 10:18 p.m.

Upcoming Meeting: Regular Board Meeting, June 14, 2022.

/s/ Elizabeth Grob

Elizabeth Grob, Secretary

Amended Minutes approved by the Board on July 12, 2022.