

LAKE FOREST LIBRARY BOARD OF TRUSTEES

Tuesday, April 15, 2025, 6:30 pm

Regular Meeting Minutes

CALL TO ORDER

President Clifton called the meeting to order at 6:30 p.m. in the Kasian Room of the Lake Forest Library. President Clifton asked Trustee Jackson to serve as Secretary for the evening.

ROLL CALL

The following trustees were present, with Trustee Van Bel attending electronically: Trustee Jim Clifton, Trustee JoAnn Desmond, Trustee Josh Jackson, Trustee John Johnson, Trustee Garth Pearson, Trustee Robert Shaw, Trustee Vince Sparrow, Trustee Heather Strong, and Trustee Emily Van Bel (electronically). A quorum is present.

Staff present: Executive Director Ishwar Laxminarayan, Business Manager Leo Hazma, Facilities Manager Jim Lee, Head of Youth Services Lori Rohrer, Head of Adult Services Kate Buckardt, Head of Communications Joy Schmoll, and Head of Patron Services Heidi Krueger.

PRESIDENT'S REMARKS

President Clifton welcomed everyone and noted that we had a busy agenda including updates on building projects and closed session to review performance of the Executive Director.

CALL FOR ADDITIONS TO THE AGENDA.

None.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD.

No public comments. Ms. Rohrer introduced two new Youth staff members Claire Thomas and Maddie Wenc.

CORRESPONDENCE REPORT AND PATRON COMMENTS.

Ishwar Laxminarayan provided an update and read from select patron comments.

CONSENT AGENDA

President Clifton asked if there were any questions on the consent agenda and asked if the trustees wished to consider any one of the following items separately:

- a. Approve April 15, 2025 Agenda
- b. Approve March 18, 2025 Regular Meeting Minutes
- c. Approve March 2025 Financial Report
- d. Approve April 3, 2025 Finance Committee Meeting Minutes

President called for a motion. Trustee Desmond moved, and Trustee Johnson seconded a motion to consider the consent agenda items 7(a)-7(d) together. The Executive Director noted that a typo should be corrected on page 1. Motion passed on a roll call vote with 9 yea and no nay votes.

COMMITTEE REPORTS AND RECOMMENDATIONS

Building Committee

Trustee Strong invited Ken Itle, Associate Principal of Wiss Janney Elstner Associates. The presentation included the scope of work to be completed regarding the Courtyard repair projects, including design suggestions, discussion of regrading, drainage, and pavement replacement. Consideration given to a more slip resistance surface. The estimated cost of construction is \$800,000 - \$850,000. The next step is to present to the City of Lake Forest Historic Preservation Commission for input and to publish for bidding construction. Trustee Strong indicated that thought was provided to maximize the number of people who could use the space. Mr. Itle indicated that he had had discussions with the City. Trustee Desmond asked if Mr. Itle had met with the Lake Forest Preservation Foundation. Trustee Shaw suggested that we get approval from the LFPF, and Trustee Strong indicated that the organization had been involved early in the process, and that the feedback from the City and LFPF was to keep working on existing plans, and she recommended to proceed and get the project done this calendar year.

Regarding the 1931 Historical Rooms Revitalization Project, Trustee Strong indicated that the Request for Qualifications (RFQ) was issued, and the Building Committee has narrowed the process down to two vendors, and further updates would be provided at a later date. Trustee Van Bel hoped to have a recommendation at the next board meeting.

Facilities Manager Jim Lee indicated that Pasquesi Plumbing came out to fix leaky plumbing, but said it was a limited maintenance month.

Finance Committee

Director Laxminarayan walked the Trustees through a presentation of highlights of the FY2026 Budget. Trustee Shaw asked about budgeting for capital projects. Trustees had discussion regarding budgeting and timing regarding capital projects including walkways in front of the Library. Executive Director Laxminarayan, Trustee Johnson, and Trustee Sparrow discussed the timing of reporting of various financial events. Trustee Sparrow complimented Director Laxminarayan, Mr. Hazma, and the staff in preparing the budget.

Trustee Jackson called for a motion, seconded by Trustee Desmond, to approve the FY2026 Budget. There was a roll call vote with 8 yeas and 0 nays, with Trustee Van Bel not present at the time of voting. The motion passed.

Trustee Sparrow provided background on the Resolution to Designate Library Reserves. Trustee Sparrow indicated that the reserve amounts can be changed at any time provided funds are available, and the reserves would probably be best evaluated every year after the completion of the audit. Trustee Desmond called for a motion, seconded by Trustee Sparrow, to approve the Resolution to Designate Library Reserves. Trustee Shaw asked if the reserve funds were restricted, and Trustee Sparrow indicated that the funds were restricted only for use for the designated purposes. There was discussion amongst the trustees regarding use of reserve funds. There was a roll call vote with 8 yeas and 0 nays, with Trustee Van Bel not present at the time of voting. The motion passed.

Personnel and Policies Committee.

Trustee Desmond indicated that the HR consultant recommended a policy be established to memorialize the HR market study regarding compensation. Trustee Johnson asked if the policy had been discussed with staff, and the Executive Director indicated that a draft of the policy had been circulated to all staff and would be discussed at the all staff meetings later this week.

Trustee Johnson made a motion, seconded by Trustee Shaw, to approve the Lake Forest Library Compensation Policy. Motion passed on a roll call vote with 9 yea and no nay votes.

Long Range Planning Committee.

Trustee Shaw complimented the use of best practices by the Library regarding the Compensation Policy and the Long Range Planning Summary. Ms. Schmoll provided an overview of the highlights of the strategic plan and Trustee Clifton indicated that, in the next version, it would be helpful to only see highlights regarding what has changed from the prior version. Trustees discussed the need to regularly revise the strategic plan and adjust as needed. Ms. Buckardt commented that staff conducts regular "round robin" meetings where all staff, full and part time, provide input on how to improve library services.

IT MANAGED SERVICES PROVIDER CONTRACT RENEWAL

Facilities Manager Jim Lee to provided background on the Outsource Solutions Group ("OSG") contract. Trustee Strong asked questions concerning whether certain vendors were included in the contract, and Mr. Lee provided responses. Trustee Johnson asked if staff was satisfied with OSG, and Mr. Lee indicated that staff was satisfied and likes the dedicated representative. Mr. Lee indicated that OSG is very responsive. Trustee Shaw asked if Mr. Lee has asked the City if they have similar support, and Mr. Lee indicated that the city has an entire staff and OSG helped them tie services together.

Trustee Johnson moved, and Trustee Strong seconded to approve the contract for OSG. Motion passed on a roll call vote with 9 yea and no nay votes.

ANNUAL LIBRARY INSURANCE RENEWAL

Trustee Sparrow provided an overview of the meeting with the insurance agent and indicated that a 13% increase was lower than some insurance purchasers. He indicated that some insurance companies do not want to insure the building due to its age. Trustee Shaw asked what kind of claims we have had over the years. Mr. Lee indicated that the larger recent issues have included a sprinkler pipe burst and that we managed it in house without filing a claim. Trustee Johnson indicated that our insurer was responsive when the Library basement flooded in the past.

Trustee Sparrow moved, and Trustee Shaw seconded to approve the insurance renewal with Hill and Stone Insurance Agency. Motion passed on a roll call vote with 9 yea and no nay votes.

OPERATIONS REPORT.

The Executive Director commented on select portions of the Library Operations report.

EXECUTIVE SESSION.

President Clifton moved the Board into Executive Session pursuant to 5 ILCS 120/2(c)(1). Trustee Johnson moved and Trustee Desmond seconded to move into Executive Session. The board voted unanimously via voice vote to move into Executive Session. The board moved into executive session at 8:05 p.m.

The Board returned to open session at 8:59 p.m.

Roll call vote for open session: The following trustees were present, with Trustee Emily Van Bel attending electronically: Trustee Jim Clifton, Trustee JoAnn Desmond, Trustee Josh Jackson, Trustee John Johnson, Trustee Garth Pearson, Trustee Robert Shaw, Trustee Vince Sparrow, Trustee Heather Strong, and Trustee Emily Van Bel.

EXECUTIVE DIRECTOR COMPENSATION

Trustee Desmond moved, and Trustee Shaw seconded, to approve the following compensation for Mr. Laxminarayan for FY 2026: Base salary increase of 3.59% (to \$173,000) and bonus of \$5,000. Motion passed on a roll call vote with 9 yea and no nay votes.

UNFINISHED BUSINESS

None.

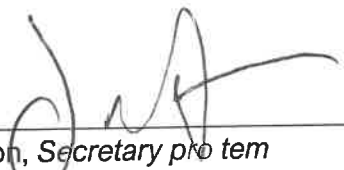
NEW BUSINESS.

None.

ADJOURNMENT.

President Clifton called for a motion to adjourn. Trustee Strong made a motion, and Trustee Desmond seconded to adjourn the meeting. Voice vote recorded in the affirmative. Meeting adjourned at 9:01 p.m.

Next Scheduled Meeting: Tuesday, May 20, 2025, 6.30 pm.



Josh Jackson, *Secretary pro tem*
Submitted for approval by the Board on May 20, 2025