

Lake Forest Library Board of Trustees

360 E. Deerpath Road, Lake Forest, IL, 60045

Tuesday, May 20, 2025

Regular Meeting

CALL TO ORDER

President Clifton welcomed everyone and called the meeting to order on May 20, 2025 at 6:31 pm in the Kasian Room, at Lake Forest Library.

ROLL CALL

Trustees present: President Jim Clifton, Vice President JoAnn Desmond, Trustee Josh Jackson, Trustee Garth Pearson, Trustee Robert Shaw, Trustee Vince Sparrow, Trustee Heather Strong, Trustee Emily Van Bel. A quorum was present.

Library Staff present: Ishwar Laxminarayan, Executive Director, Heidi Krueger, Assistant Director, Chad Clark, Digital and Innovation Services Manager, Joy Schmoll, Communications Manager, Lorie Rohrer, Youth Services Manager, Kate Buckardt, Adult Services Manager, Leo Hamza, Business Manager, Jim Lee, Facilities Manager.

PRESIDENT'S REMARKS

President Clifton welcomed everyone and cited his intent to keep the meeting expeditious citing the heavy rain outside.

CALL FOR ADDITIONS TO THE AGENDA

None.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

CORRESPONDENCE REPORT

Director Laxminarayan mentioned The Friends group and their excitement over the upcoming building projects. Both the new music program and the "Read Between the Ravines" program were met with praise. Staff member Emmy received rave reviews for her work with the Young Adult groups. The Media Lab continues to receive positive feedback. A special note was made about the staff's impact on the elderly, offering community and connection.

CONSENT AGENDA

A minor correction noted to Trustee Clifton's name. No items were removed for separate consideration. A motion to approve the omnibus consent agenda was made by Trustee Jackson and seconded by Trustee Desmond. The vote was approved unanimously by all trustees in attendance.

BUILDING COMMITTEE

Exterior Courtyard Restoration – Phase I

Trustee Strong reported on the upcoming presentation to the Historic Preservation Commission (HPC) on 5/28 with architect Ken Itle. A full landscape plan has been developed to be included in the presentation (per the City's request) incorporating the City's request to preserve as many trees as possible. The Bid process to begin shortly, pending any changes requested by HPC. Target for bids: mid-June; anticipated groundbreaking: late July.

1931 Historic Room Revitalization

The RFQ process resulted in several strong applicants; Vinci Hamp Architects were ultimately selected for their preservation expertise and programming capabilities. The project will proceed in phases, similar to WJE's courtyard restoration approach. Trustee Shaw inquired about remediation needs—there are none anticipated, as the project is primarily cosmetic. Vinci Hamp expected to deliver sufficient drawings and models; with Phase I to conclude at summer's end.

A motion to approve the hiring of Vinci Hamp Architects for a sum not to exceed \$200,000 for Programming, Documentation & Schematic Design Phase of the project was made by Trustee Strong, seconded by Trustee Jackson. The motion passed unanimously by all trustees in attendance.

NON RESIDENT LIBRARY CARD

Director Laxminarayan explained the proposed non-resident fee. A motion was made to approve the fee by Trustee Jackson, seconded by Trustee Sparrow. The motion passed unanimously by all trustees in attendance.

COPIER CONTRACT RENEWAL (STAFF USE)

Chad presented staff feedback and current copier status. The new proposal includes an upgraded copier, toner, maintenance, and service (no longer includes paper). The vendor is a national company with a local presence; the proposal includes some cost savings. Trustee Strong asked about impact on the public copier; discussion followed.

A motion to approve a 60-month contract for \$1,096.99/month and authorize the Executive Director to sign was made by Trustee Desmond and seconded by Trustee Jackson. The motion passed unanimously by all trustees in attendance.

OPERATIONS REPORT

Director Laxminarayan again noted the “Read Between the Ravines” event as a key highlight. He also mentioned that “Find the Stuff” was a popular activity for the children’s library, and a way to help young patrons feel welcomed. Upcoming participation in the “Meet the Fleet” event was noted. Mobile hotspots and children’s book bags remain popular items. For the first time, children’s circulation has surpassed adult circulation. Director Laxminarayan noted that he is preparing detailed circulation statistics for state reporting.

BOARD ELECTIONS

President Clifton announced he will not seek a third term. Trustee Jackson was nominated and accepted as incoming President. All other officers remain unchanged. The vote passed unanimously.

Officers for 2026 – 2027:

Josh Jackson – President
JoAnn Desmond – Vice President
Emily Van Bel – Secretary
Vince Sparrow - Treasurer

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

Meeting adjourned at 7:05 pm

Next Scheduled Meeting: Tuesday, June 17, 2025, 6.30 pm.



Emily Van Bel, *Secretary*
Submitted for approval by the Board on June 17, 2025