

Lake Forest Library Board of Trustees
360 E. Deerpath Road, Lake Forest, IL, 60045

Tuesday, September 16, 2025
Regular Meeting Minutes

CALL TO ORDER

President Jackson welcomed everyone and called the meeting to order on September 16, 2025 at 6:30 pm in the Kasian Room at Lake Forest Library. He thanked Trustee Clifton for offering to serve as the Secretary pro tem in Trustee van Bel's absence.

ROLL CALL

Trustees present: President Josh Jackson, Vice President JoAnn Desmond, Trustee Jim Clifton, Trustee John Johnson, Trustee Garth Pearson, Trustee Robert Shaw, Trustee Heather Strong, A quorum was present.

Trustees absent: Emily van Bel, Vince Sparrow

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

PRESIDENT'S REMARKS

President Jackson expressed gratitude for the Friends of the Lake Forest Library and all the work they did for the annual book sale.

TRUSTEE COMMENTS

Trustee Desmond shared that the annual Friends book sale exceeded prior year results and it was a huge success. The Friends had 175 new members sign up, and next year will be the 50th annual sale. Trustee Johnson shared that while working as a greeter at the book sale he observed many first-time attendees. Trustee Strong shared that from the Friends de-brief there were many positive remarks about the quality of the volunteers along with the quality of the books that were being sold. Trustee Strong also noted the sales numbers were up, and the dollars per ticket were up and that the sale was consistently busy throughout. Trustee Shaw observed that the quality of volunteers and their commitment to the sale was impressive along with the quality of the Library staff.

CALL FOR ADDITIONS TO THE AGENDA

None.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

CORRESPONDENCE REPORT

Director Ishwar Laxminarayan highlighted the work being done to improve the new Police Station building along with how those plans are being financed. Generally, the city of Lake Forest is seeing construction bids coming in over budget for larger capital projects. Director Laxminarayan also noted that the City of Lake Forest has a debt cap that could have long-term implications for any financing that

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might be needed in future years for if and when the Library takes on any significant capital projects that could require third party financing. Trustee Desmond noted that it would not be likely for the Library to get any support from the City given the other higher priority near-term projects that the City of Lake Forest is pursuing.

On Patron Comments, Director Laxminarayan highlighted how much Jim Gill enjoyed performing for Lake Forest residents, comments about the lack of parking and gratitude for the courtyard work along with the work being done to get more residents signing up for Library cards. There were some complaints about the website not doing what it is supposed to be doing for holds, so staff is following up on that.

CONSENT AGENDA

Trustee Desmond had an amendment to the August 19, 2025 board meeting minutes. She clarified that the City committee she and Trustee Shaw served on was addressing the final stage of the City's masterplan.

A motion to approve the meeting minutes with the above change and the consent agenda was made by Trustee Shaw and seconded by Trustee Johnson.

The following voted "Aye": Trustees Clifton, Desmond, Jackson, Johnson, Pearson, Shaw and Strong. The following voted "Nay": none. 7-Ayes, 0-Nays, motion carried.

BUILDING COMMITTEE

Exterior Courtyard Rehabilitation

Trustee Strong commented that we are at the phase of being almost done de-constructing the courtyards. Jim Lee mentioned that after dis-assembly was completed, excavation work was done. Started last week was waterproofing for the foundations. Contractors will then start laying drain tiles and installing the improved drain system followed by electrical work. Trustee Strong mentioned that Owner Architect Contractor (OAC) meetings are taking place every two weeks. Wiss Janey has issued the "for construction" set of documents. Also of note, the Library landscaping plan was moved to the October 22 meeting of the Historic Preservation Commission. Trustee Strong also commended Jim Lee and his staff along with Berglund for doing a great job to ensure that the Library remains open during the construction. Trustee Shaw asked if we have considered any ongoing communications to share progress with the community. Communications Manager Joy Schmoll mentioned that the staff is coming up with creative ideas for how the community could observe progress along the way.

1931 Historic Room Revitalization

Trustee Strong commented that we received our first deliverable related to the 1931 Historic Rooms. The plan is for Vinci Hamp to come out on either 10/1 or 10/2 to discuss the schematic design.

LAKE FOREST READS

Adult Services Manager Kate Buckardt commented that we have more than 135 people signed up for the programs tied to the Lake Forest Reads program. We have a few other exciting programs coming up as well including the History of Nancy Drew and women spies during World War II.

LIBRARY COMMUNITY SPOTLIGHT – CITY COUNCIL

Trustee Jackson noted that the Library will be highlighted at the upcoming City Council meeting on 10/6 and requested suggestions for topics to be discussed. Trustee Desmond commented that we should highlight how the Library collaborates with other organizations throughout the community along with the full range of services that the Library provides (i.e. technology support). Trustee Strong mentioned we should highlight the collaboration with the Lake Bluff community as well. Trustee Shaw mentioned we should provide an update on the status of our various construction projects. Trustee Johnson noted that we had a table at the Meet the Fleet event, so we should highlight that as well. Trustee Strong suggested that future Meet the Aldermen events could be held in the Library during cold weather months.

OPERATIONS REPORT

Director Laxminarayan highlighted the visit to Lake Forest College, conference attendance by staff, the Library's "smart" telescope, the new Nintendo Switch 2 consoles received, and the fact that Emmy Neal was once again invited to participate in the Best Books Committee for Young Adult Literature from School Library Journal and began her committee work this month. Jim Lee also commented on work that was done to respond quickly to recent heavy rains to ensure that the Library remained dry on the interior, and the doors opened on time. City of Lake Forest Police department officers provided a presentation on Emergency Preparedness for library staff on 8/29. They outlined several scenarios and offered suggestions on handling various emergencies depending on the circumstances involved. Chad Clark also led a presentation recently on artificial intelligence.

EXECUTIVE SESSION

President Jackson moved the Board into Executive Session pursuant to 5 ILCS 120/2(c)(1) at 7.29 pm. Trustee Desmond made a motion to move into Executive Session and Trustee Johnson seconded. The board voted unanimously via a roll call vote to move into Executive Session.

Trustee Desmond moved to close the Executive Session at 8.10 pm. The board voted unanimously to close the Executive Session.

The Board voted unanimously via a roll call vote to return to open session at 8:11 pm. The following trustees were present: Trustee Jim Clifton, Trustee JoAnn Desmond, Trustee Josh Jackson, Trustee John Johnson, Trustee Garth Pearson, Trustee Robert Shaw and Trustee Heather Strong.

APPROVAL OF ACTIONS RECOMMENDED IN EXECUTIVE SESSION.

Addition of New position Building Superintendent to Library's Pay Grade Assignments and Higher vacation accrual for Assistant Circulation Manager and Assistant Facilities Manager

Trustee Desmond moved to add a new position title Building Superintendent to the Library's Pay Grade Assignments at Grade 8. Additionally, she moved to approve changes to the Library's personnel policies to award 4 weeks of vacation upon hire to the Assistant Circulation Manager and Assistant Facilities Manager, consistent with the vacation awarded to professional librarians and other managers. Trustee Pearson seconded. The board voted unanimously via a roll call vote to approve the two changes.

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UNFINISHED BUSINESS

None.

NEW BUSINESS

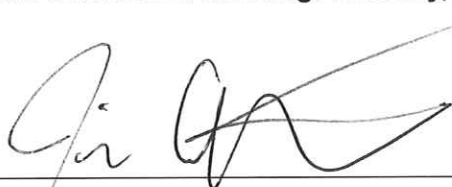
None.

President Jackson reminded trustees to attend the Monday, October 6 meeting of City Council and the Wednesday, October 22 meeting of the Historic Preservation Commission.

ADJOURNMENT.

Trustee Desmond moved to adjourn the meeting. Trustee Strong seconded. The board voted unanimously via voice vote. Meeting adjourned at: 8:14 pm.

Next Scheduled Meeting: Tuesday, October 21, 2025, 6.30 pm.

A handwritten signature in black ink, appearing to read 'Jim Clifton', is written over a horizontal line.

Jim Clifton, Secretary pro tem

Submitted for approval by the Board on October 21, 2025