

**Lake Forest Library Board of Trustees**  
360 E Deerpath Road, Lake Forest, IL 60045  
Regular Meeting Minutes  
7:30 p.m. February 11, 2020

CALL TO ORDER

President Carrie Travers called the meeting to order at 7:30 p.m.

ROLL CALL

Trustees Present: Germaine Arnson, Wendy Darling, JoAnn Desmond, Elizabeth Grob, Andrea Lemke, Ron Levitsky, David Rose, Carrie Travers. Trustees arriving after roll call: Todd Puch.

Staff Present: Catherine Lemmer, Library Director. Public present: Tish Borkowski.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Levitsky made a motion, seconded by Trustee Darling, to approve the agenda. The motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF MINUTES

Trustee Levitsky made a motion, seconded by Trustee Darling, to approve the January 14, 2020 Regular Meeting Minutes as presented. The motion carried unanimously.

APPROVAL OF THE JANUARY 2020 FINANCIAL REPORT

Ms. Lemmer presented the highlights of the January 2020 financial report. After discussion, Trustee Arnson made a motion, seconded by Trustee Lemke, to approve the January 2020 financial report. The motion carried unanimously with a roll call vote.

DISCUSSION AND APPROVAL OF COMMERCIAL LANDSCAPE MANAGEMENT CONTRACT WITH MARIANI LANDSCAPING

Ms. Lemmer presented the updated contract from Mariani Landscaping. Trustee Levitsky asked what expenditure amount required the Library to obtain multiple bids. Ms. Lemmer stated that the amount was \$25,000, which was not the case in this instance. After discussion, Trustee Levitsky made a motion, seconded by Trustee Desmond, to approve the Mariani Landscaping contract in the amount of \$15,617.02. The motion carried unanimously with a roll call vote.

Trustee Puch arrived at the meeting at 7:51 p.m.

DISCUSSION AND APPROVAL OF FY2021 LIBRARY HOURS

The proposed FY2021 Library Hours include the addition of Sunday hours during June, July, and August with the exception of Memorial Day and Labor Day weekends. After discussion, Trustee Levitsky made a motion, seconded by Trustee Travers, to approve the FY2021 Library Hours. The motion carried unanimously.

DISCUSSION AND APPROVAL OF HGA CONTRACT, STAGE 2

Prior to discussion, President Travers asked Board members to declare any conflicts of interest and report any Ex Parte communications not previously disclosed. Hearing none, discussion of the Library Building Project commenced.

Materials were distributed to Trustees with additional information on two proposed Library Program consultants. The HGA, Stage Two contract was also given to Trustees.

Ms. Lemmer reviewed the need for a Library Program Consultant to work in concert with HGA on designing interior space usage, layout, and workflows. The Library Program Consultant will be a sub-contractor to HGA. Four candidates were considered; two were interviewed by Ms. Lemmer and Jane Dederling of HGA: Penny Hummel and Susan Kent. Ms. Lemmer stated that she thought Penny Hummel was a better fit for the Library Building Project because of her data focus. Susan Kent was more conceptual focused which HGA can manage. In addition, Penny Hummel will come onsite to meet with staff whereas Susan Kent was planning to do those meetings by phone or skype. Trustee Levitsky requested that we obtain library references for Penny Hummel Consulting in addition to the references from the architecture firms.

The HGA, Stage 2 contract was presented by Ms. Lemmer. The Predesign Study would begin in March and end in September. Site plans, exterior and interior renderings, interior plans, and conceptual cost estimates would be included in this stage. This work would be done in conjunction with that of the Library Program Consultant. Additional information was requested by the Trustees in order to fully evaluate the contract: 1) adequate number of meetings allotted for the Board to reach a design consensus; 2) The Hodge Group timing in relation to this timeframe; 3) clarification of Library Program Consultant hours/visits; 4.) clarification of historical preservation expert Ginny Lackovic's role during this phase as well as the potential for her to participate in onsite meetings.

A Special Meeting was scheduled for 6:00 p.m., Wednesday, February 19, 2020 to address these concerns.

DISCUSSION AND APPROVAL OF GRECO ELECTRICAL CONTRACTORS, INC WORK

Work continues to repair the damage caused by the ComEd transformer explosion. Greco Electrical Contractors, Inc. can address the remaining issues in conjunction with ComEd shutting

off power during the repair. Insurance coverage for this work is still under consideration. Trustee Levitsky made a motion, seconded by Trustee Puch, to approve the project not to exceed the amount of \$31,000 (\$20,900 Greco/\$10,000 ComEd). The motion carried unanimously with a roll call vote.

#### LIBRARY DIRECTOR REPORT

Attendance at Library programs was strong, including at the new Great Discussions meeting. The *Read Between the Ravines* community read kicked off and many varied program offerings are scheduled over the next two months. The Inclusive Services Committee provided an update on new offerings. Work, including digital archiving, is being done to implement a records management plan that is in compliance with Illinois State Archives requirements. Trustee Travers expressed concern about the quality of City snowplow service. Ms. Lemmer will follow up with the City in addition to researching other options.

Judy Gummere retired from the Library after many years of service. Judy joined the Library in 1968. Candidates for a Youth Services assistant are being interviewed. The Library is also working with College Bound Opportunities on potential employment opportunities for their students. In addition to Ms. Lemmer, four librarians will attend the Public Librarian Association conference in Nashville. One key objective is to learn more about possible DVD2Go replacement options.

The Library Director Review process implemented last year was reviewed. Materials will be mailed out to Trustees by early March, with the process to be completed by either the April or May Board meeting.

The FY2021 Budget is still in development, pending a review on how to classify special project expenses that span multiple years. Health plan updates will also affect final budget numbers. The final numbers will be presented at the March Board meeting. Trustee Desmond inquired about the Personal Property Tax Replacement dollars. Ms. Lemmer indicated that the note in the budget was from last fall when there was some concern on whether Lake County was going to change its reallocation and she will follow up with an update at the next board meeting as to whether the State of Illinois or Lake County will be making any changes to the payouts. She will also reach out to the City to see if the City is budgeting for a delay or change in the payouts.

#### SERVICES COMMITTEE REPORT

Chair Arnsen provided an update on the service areas that the committee was researching, including remote delivery and programming options, memory cafes, and curbside delivery. Meetings will be held with staff to determine feasibility.

#### UNFINISHED BUSINESS

No unfinished business.

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NEW BUSINESS

No new business.

ADJOURNMENT

Trustee Desmond made a motion, seconded by Trustee Levitsky, to adjourn the meeting at 9:12 p.m. Motion carried unanimously.

Upcoming Meetings:

**Special Board Meeting: February 19, 2020, 6:00 p.m., Reed Room**

**Regular Board Meeting: March 10, 2020 7:30 p.m., Reed Room**



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Germaine Arnson, Secretary

Minutes approved by the Board on February 19, 2020.