

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
February 19, 2020
6:00 pm Reed Room – Main Floor
Special Meeting

Board Materials

1. Agenda
2. February 11, 2020 Regular Meeting Minutes
3. February 11, 2020 Service Committee Meeting Minutes
4. The Library Building Project – Work Plan, February 2020 – September 2020

Upcoming Regular Board Meeting: March 10, 2020 7:30 pm, Reed Room

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
February 19, 2020
6:00 pm Reed Room – Main Floor
Special Meeting

Agenda

1. Call Meeting to Order
2. Board of Trustees Roll Call
3. Additions to the Agenda
4. For action: Approval of the Agenda
5. Opportunity for the Public to Address the Board and Correspondence
6. For action:
 - a. Approval of the February 11, 2020 Regular Meeting Minutes
 - b. Approval of the February 11, 2020 Service Committee Meeting Minutes
7. The Library Building Project
 - a. For action: Discussion and approval of HGA Contract, Stage 2
8. Unfinished Business
 - a. Update on Hanover Insurance/Com Ed Transformer
9. New Business
10. Adjournment

Upcoming Regular Board Meeting: March 10, 2020 7:30 pm, Reed Room

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Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Services Committee Meeting Minutes
February 11, 2020

CALL TO ORDER

Committee Chair Germaine Arnson called the meeting to order at 6:30 p.m.

APPOINTMENT OF SECRETARY PRO TEM

Chair Germaine Arnson volunteered to serve as secretary and write the minutes.

ROLL CALL

Trustees Present: Germaine Arnson, JoAnn Desmond, Elizabeth Grob, Ron Levitsky.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Levitsky made a motion, seconded by Trustee Desmond, to approve the agenda. Motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COMMITTEE, AND CORRESPONDENCE

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

LIBRARY SERVICES DISCUSSION

Each Trustee presented their findings on assigned service area. Trustee Desmond presented information on the book locker program at the Barrington library. She will obtain additional detail concerning rental fees, staffing costs, and the hold process. Trustee Levitsky discussed Memory Cafes and how they might be implemented, both in the short and long term. Lake Forest has several organizations that could collaborate with the Library on this type of service. Trustee Grob reviewed types of bookmobiles and shared some detail on local libraries that have one. While she thought that a full bookmobile is not the best option for the Library at this time, she did feel that a smaller vehicle that could travel to various community events might be something that would work. Trustee Arnson shared information on the Highland Park Library's Curbside Delivery Service. With parking at a premium, this could be a beneficial service addition.

These findings will be shared with staff within the next month to determine their feasibility. Additional research and planning can occur once those decisions have been made.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

Lake Forest Library Board of Trustees
Special Meeting Minutes
February 11, 2020

ADJOURNMENT

Trustee Desmond made a motion, seconded by Trustee Levitsky, to adjourn the meeting at 7:15 p.m. Motion carried unanimously.

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

Germaine Arnson, Secretary

Minutes approved by the full Board on February 19, 2020.

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

Lake Forest Library Board of Trustees
Regular Meeting Minutes
February 11, 2020

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.

Lake Forest Library Board of Trustees
Regular Meeting Minutes
February 11, 2020

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

Germaine Arnson, Secretary

Minutes approved by the Board on February 19, 2020.

WORK PLAN

We will hold a Kick-off meeting call prior to Meeting 1 to introduce the team, discuss the overall project and timeline, and define a schedule. Final schedule and dates will be coordinated with Lake Forest Library.

ATTENDANCE KEY:

HGA

Jane Dederling
Victor Pechaty
Ginny Lacovic (optional)

BOARD

Board Representative
or Design
Committee Member

LEADERSHIP

Cathering Lemmer, Dir.
Felicia Song, Assist. Dir.
Joy Schmoll, Comm.
Ed Finn, Ops.

PENNY HUMMEL

Penny Hummel

INITIATE

MEETING 1 (WEEK OF FEB. 17 OR 24) | PROJECT KICK-OFF

ZOOM

Lead by: Jane Dederling and Victor Pechaty (HGA)

- Introduction to project and team
- Establish project goals, review project schedule, establish meeting dates, confirm deliverables



INFO

MEETING 2 (WEEK OF MAR. 9) | INFO COLLECTION

ONSITE

Lead by: Library consultant

- Participate in program and data collection meetings with staff, library leadership, Library Board and selected library consultant



PROGRAM

MEETING 3 (WEEK OF APR. 1) | PROGRAM DEVELOPMENT

ZOOM

Lead by: Library consultant and Jane Dederling (HGA)

- Review of Draft Program document



CONCEPT

MEETING 4 (APR. 27, 28 OR 29) | DESIGN WORKSHOP I

ON-SITE

Lead by: Jane Dederling and Victor Pechaty (HGA)

- Finalize program document with Library leadership and Library Board.
- Site Plan
- Exterior Massing and Concept Options and Sketches
- Conceptual Space Plans:
- Gather general design input from Lake Forest Library and select preferred direction for further refinement and study.



MEETING 5 (MAY 18, 19 OR 20) | DESIGN WORKSHOP II

ZOOM

Lead by: Jane Dederling, Victor Pechaty and Ginny Lacovic (HGA)

- Real-time Q/A with Lake Forest
- General Progress Update
- Review High Level Cost Information



MEETING 6 (WEEK OF JUN. 22) | DESIGN WORKSHOP III

ON-SITE

Lead by: Jane Dederling and Victor Pechaty (HGA)

- Review Site Plan
- Review Exterior Design
- Review Floor Plans
- Review Conceptual Construction Cost Information
- Review preliminary design sketches / digital images



MEETING 7 (WEEK OF JUL. 13 OR 20) | FINAL DESIGN REVIEW

ZOOM

Lead by: Library consultant, Jane Dederling and Victor Pechaty (HGA)

- Review all design work presented at Meeting 6 with revisions/refinements incorporated
- Review final floor plans
- Review proposed interior and exterior views for final renderings
- Review final cost information
- Review/Confirm Final Deliverables



CELEBRATE

DELIVER FINAL FUNDRAISING MATERIALS (WEEK OF AUG. 24)

Lead by: Jane Dederling and Victor Pechaty (HGA)