

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Special Meeting (Remote Access) Minutes
5:30 p.m. June 29, 2020

CALL TO ORDER

President Carrie Travers called the meeting to order at 5:32 p.m. with the following statement:

This meeting of the Lake Forest Library Board is being held as a virtual meeting because the Illinois Governor has declared the COVID-19 pandemic a disaster and it is not practical or prudent for in-person meetings. The Library Director is on-site at the Library for this meeting and may be reached by calling 847.810.4602. This meeting is being recorded.

ROLL CALL/CONFIRMATION OF ABILITY TO HEAR PROCEEDINGS

Trustees Present: Germaine Arnson, Wendy Darling, JoAnn Desmond, Elizabeth Grob, Andrea Lemke, David Rose, Carrie Travers. Trustees Absent: Ron Levitsky, Todd Puch.
Staff Present: Catherine Lemmer, Director; Ed Finn, Head of Operations.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Darling made a motion, seconded by Trustee Grob, to approve the agenda. The motion carried unanimously with a roll call vote.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

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

DISCUSSION AND APPROVAL OF JUNE 22, 2020 SPECIAL MEETING MINUTES

Trustee Grob made a motion, seconded by Trustee Darling, to approve the June 22, 2020 Special Meeting Minutes. The motion carried unanimously with a roll call vote. Ms. Lemmer responded to Trustee Rose's question regarding documentation of comments made during the HGA presentation by noting that all design materials and comments are on the Trustee's SharePoint site.

DISCUSSION AND APPROVAL OF THE RE-OPENING OF THE LIBRARY BUILDING AND HOURS OF OPERATION

Ms. Lemmer presented re-opening guidelines as documented in the Library's **COVID-19 Response Plan for Reopening the Lake Forest Library Building**, prepared at the onset of the building closure. Library Service Level 3 is targeted for implementation on Monday, July 20, 2020. The key consideration is safely balancing patron usage and staff access while maintaining a maximum building occupancy of 60. This figure is based on guidelines recommending a limit of five persons for every 1,000 square feet of indoor public space. Additional safety precautions including masks,

distancing, sanitation of surfaces, and in-building time limits will remain in place. The proposed hours include an hour each day for vulnerable individuals.

Trustee Travers made a motion, seconded by Trustee Lemke, to approve the Library building re-opening plan and hours of operation as presented. The motion carried unanimously with a roll call vote.

DISCUSSION AND APPROVAL OF MANAGED SERVICE PROVIDER CONTRACT

Ed Finn reviewed bids received as part of the RFP process to identify a managed service provider to support the Library as new technologies emerge and the need for virtual access grows. Roxy Poluchowicz, Computer View, Inc., was in attendance and during the public comment period advised that the bid submitted by her firm had been recently revised to \$113,750, lower than was indicated in Board materials that had been distributed prior to the meeting. Ed Finn confirmed that information in his presentation to the Board.

Trustee Arnsen made a motion, seconded by Trustee Travers, to approve the contract for Managed IT Services to Outsource IT Solutions Group, Naperville, IL (OSG) totaling \$69,021.00 for the remainder of FY2021 and \$91,184.00 for FY2022. The motion carried unanimously with a roll call vote.

DISCUSSION AND APPROVAL OF PRINT/COPIER VENDOR CONTRACT

Ed Finn reviewed efforts to consolidate and improve the Library's service model for print and copy services. Moving to the proposed provider will save approximately 15 percent over the FY2021 budget and 20 percent over FY2020 actual expenditures.

Trustee Desmond made a motion, seconded by Trustee Rose, to approve the contract for Managed Copy/Print to IMPACT Networking, Lake Forest, to be paid monthly at \$1,244.49.

DISCUSSION AND APPROVAL OF THE HODGE GROUP CONTRACT AND AN AMENDMENT TO THE HGA, INC. CONTRACT

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 both contracts continued.

Discussion centered on how both contracts fit into the existing capital improvement project timing and whether the plan needed to be revised. The key concern centered on inviting increased involvement of City administration and other relevant community stakeholders into

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the design process. While the Board felt that bringing these groups into the process was advisable, they also felt that it was the Board's responsibility to come to a consensus on an initial design prior to doing so.

Trustee Rose made a motion, seconded by Trustee Travers to approve The Hodge Group contract, billed at \$12,500 monthly, beginning in August or September 2020. The motion carried with six affirmative votes and one abstention (Trustee Arnson).

Trustee Darling made a motion, seconded by Trustee Rose, to approve the HGA, Inc. contract amendment, outlining additional design services, to be billed at an hourly rate, not to exceed \$25,000. The motion carried with six affirmative votes and one abstention (Trustee Arnson).

ELECTION OF BOARD OFFICERS FOR THE JULY 2020 – JUNE 2021 PERIOD

Trustee Arnson made a motion, seconded by Trustee Travers, to approve the slate of officers for the July 2020 – June 2021 period as presented at the June 9, 2020 meeting: Wendy Darling, President; David Rose, Vice President; Andrea Lemke, Treasurer; JoAnn Desmond, Secretary. The motion carried unanimously with a roll call vote. Trustee Darling thanked the outgoing officers for their work over the past year.

EXECUTIVE SESSION

Illinois Law 5 ILCS 120/2.06(d) requires public bodies to periodically review the minutes of all closed meeting sessions and determine whether the (1) the need for confidentiality still exists as to all or part of those minutes; or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public treatment. Under 5 ILCS 120/2.06(c) the audio recordings of closed sessions may be destroyed after 18 months provided there are written minutes under section 5 ILCS 120/2.06(a).

Trustee Arnson made a motion, seconded by Trustee Desmond, to move to Executive Session at 6:32 p.m. The motion was approved unanimously with a roll call vote. At 6:37 p.m., Trustee Arnson made a motion, seconded by Trustee Rose, to end the Executive Session. Motion carried unanimously with a roll call vote.

President Carrie Travers called the return to open session to order at 6:37 p.m. At the return to open session, roll call was taken. Trustees Present: Arnson, Darling, Desmond, Grob, Lemke, Rose, and Travers.

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APPROVAL OF A RECOMMENDATION APPROVING MINUTES OF CLOSED MEETING SESSIONS,
PUBLIC TREATMENT OF CLOSED MEETING MINUTES, AND DESTRUCTION OF AUDIO RECORDINGS

Trustee Arnson made a motion, seconded by Trustee Rose to:

- a. Approve the minutes of the May 12, 2020 and June 9, 2020 Executive Sessions;
- b. Open the minutes of the May 12, 2020 and June 9, 2020 Executive Sessions for public treatment as the Board finds that the need for confidentiality no longer exists as provided under 5 ILCS 120/2.06(d); and
- c. Approve the destruction of the audio recordings on the first day of the 19th month following the dates of the meeting as the minutes of the May 12, 2020 and June 9, 2020 Executive Sessions accurately and sufficiently represent the actions taken as provided under 5 ILCS 120/2.06(c).

The motion was approved unanimously with a roll call vote.

UNFINISHED BUSINESS

No new business.

NEW BUSINESS

No unfinished business.

ADJOURNMENT

Trustee Travers made a motion, seconded by Trustee Rose, to adjourn the meeting at 6:40 p.m. Motion carried unanimously with a roll call vote.

Upcoming Meetings:

Regular Board Meeting: July 14, 2020 5:30 p.m., Remote Access

/s/Germaine Arnson (signed electronically due to COVID-19)

Germaine Arnson, Secretary

Minutes approved by the Board on July 14, 2020.