

**Lake Forest Library Board of Trustees**  
360 E Deerpath Road, Lake Forest, IL 60045  
Regular Meeting (Remote Access) Minutes  
7:30 p.m. October 13, 2020

CALL TO ORDER

President Wendy Darling called the meeting to order at 7:30 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 and the recording will be posted on the Library website.

ROLL CALL/CONFIRMATION OF ABILITY TO HEAR PROCEEDINGS

Trustees Present: Bryan Bertola, Wendy Darling, JoAnn Desmond, Elizabeth Grob, JJ Johnson, Andrea Lemke, David Rose and Carrie Travers (arrived at 7:35). Absent: Germaine Arnson.  
Staff Present: Catherine Lemmer, Library Director; Ed Finn, Head of Operations; Chris Wheeler, Facilities Manager.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Grob made a motion, seconded by Trustee Rose, 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.

APPROVAL OF MINUTES

Trustee Rose made a motion, seconded by Trustee Johnson to approve the September 8, 2020 Meeting Minutes. The motion carried unanimously with a roll call vote.

DISCUSSION AND APPROVAL OF THE SEPTEMBER 2020 FINANCIAL REPORT

Director Lemmer provided a summary report of the September 2020 financials in the board packet and inquired if there were any questions from Trustees. She reported that finances are in a good position in spite of the delay in Lake County's collection of property taxes. This was primarily due to ending the fiscal year with a surplus and exercising caution with spending. Ms. Lemmer indicated that the goal is to maintain the 35% unrestricted reserve account. Trustee Johnson made a motion, seconded by Trustee Grob, to approve the September 2020 financial report as presented. The motion carried unanimously with a roll call vote.

DISCUSSION AND APPROVAL OF AN INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF LAKE FOREST WITH RESPECT TO THE LAKE COUNTY COVID-19 RELIEF FUND

President Darling reported that Lake County determined that funds received pursuant to the Coronavirus Aid, Relief and Economic Security Act (CARES Act) would only be dispersed to government entities, leaving municipal libraries such as Lake Forest Library without access to these funds except to receive a portion of the funds allocated to the City. The Library and City worked together to enable the Library to apply for part of the City's allocation. Ms. Lemmer acknowledged the efforts of Elizabeth Holleb, City Finance Director, and her team for helping the library properly authenticate the Library's COVID-19 related expenses and for making this submission happen for the Library. It is anticipated that the submission will be around \$51,000. Trustee Desmond moved, seconded by Trustee Darling to authorize the execution of an Intergovernmental Agreement (IGA) between the City of Lake Forest and Lake Forest Library Associated with COVID-19 Relief Fund and all actions taken to submit the reimbursement under the IGA. The motion carried unanimously with a roll call vote.

DISCUSSION AND APPROVAL OF FREEDOM OF INFORMATION ACT POLICY

President Darling reported that the City of Lake Forest has been managing and processing the Library's FOIA requests for a number of years. The City and legal counsel have advised that the Library, as a separate municipal unit, should have its own policy and FOIA Officer. Ms. Lemmer responded to Board questions about the policy, which is modeled after the City's policy. She further indicated that there are usually fewer than six FOIA requests per year and they generally come from unsuccessful bidders in the RFP process and very easy to process. Trustee Lemke moved, seconded by Trustee Travers, to approve the Freedom of Information Act Policy, as presented. The motion carried unanimously with a roll call vote.

DISCUSSION AND APPROVAL OF ELECTION DAY HOURS

President Darling indicated that the Library is awaiting official notification from the State if it is required to comply with Public Act 101-0642 requiring government offices to close this year on November 3, 2020. If the State considers Lake Forest Library to be a government office under this PA, the Library would follow the City of Lake Forest in closing to the public with staff reporting for work and training opportunities. Trustee Darling moved, seconded by Trustee Travers, to approve the closure of the Lake Forest Library on November 3, 2020 should pending litigation determine the Library to be a government office requiring closure under Public Act 101-0642. The motion carried unanimously with a roll call vote.

TECHNOLOGY REPORT (ED FINN, HEAD OF OPERATIONS)

Mr. Finn provided an update on the first two months of implementation working with Outsource Solutions Group (OSG). He discussed the excellent progress being made to modernize library technology and indicated that OSG has proven to be a valuable partner in this effort.

FACILITIES REPORT (CHRIS WHEELER, FACILITIES MANAGER)

Mr. Wheeler apprised the Trustees on his work experiences that prepared him to serve in his new role as Facilities Manager at the Library. He explained his focus on preventative maintenance and a proactive approach to management for more fiscal stability. Mr. Wheeler provided the rationale for moving the Library janitorial services to Building Stars and described their superior cleaning methods that are especially important in a COVID environment. He answered questions from Trustees and will edit the task checklist with Building Stars as recommended. Trustee Johnson moved, seconded by Trustee Grob, to approve a one-year building services contract with Building Stars, Downers Grove, Illinois in the amount of \$54,696. The motion carried unanimously with a roll call vote.

ANNUAL TRUSTEE EDUCATIONAL REQUIREMENTS

Director Lemmer explained the responsibility under PA 101-0221 for Trustees and all employees to complete an annual Harassment Prevention Training. She reported that the Library is working with an outside vendor, Triliant, which will deliver the online training module customized to the Lake Forest Library policies. In addition, Ms. Lemmer advised Trustees to review *Serving Our Public- Standards for Illinois Libraries* and assigned reading homework in preparation for filing an application for the Public Library Per Capita Grant in January 2021.

LIBRARY DIRECTOR REPORT

Director Lemmer discussed using a consent agenda format for some of the repetitive agenda items similar to the City agenda and she agreed to present a modified version for the next Board meeting. Ms. Lemmer referred the Trustees to her written report in the Board Packet where she reported on positive quantifiable metrics, events and programs of library operations during this time of COVID-19. She reported that, fortunately, there have been no reported cases of COVID stemming from the Library, but the Library is prepared with an action plan should it be needed. In spite of the service adjustments made, the Library has received many positive comments from patrons about the delivery of services.

Ms. Lemmer is also in discussion with the Friends of the Library about exploring options to determine how they wish to proceed with their efforts.

Director Lemmer updated the Board on some of the ongoing capital improvement needs, with the dome being the most pressing at this time. She explained that wrapping the dome cost \$8,000 in 2017 and \$22,000 in 2018. As the current covering approaches end of life, the search for a contractor is underway. At this time only one vendor has provided an estimate and the estimate exceeds \$100,000. Ms. Lemmer will be consulting with HGA to determine what other options can be explored because repair of the dome is projected to cost nearly \$1 million (exclusive any costs for the murals) and would be less costly and disruptive if included in the total renovation project scope.

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Ms. Lemmer summarized her communications with City staff in preparation for the October 19 City Council Meeting. The high-level presentation will be between 20 and 25 minutes and take place during the Mayor's Remarks portion of the meeting. The presentation will commence with some brief comments by President Darling followed by a short recap of what's been done and identification of need by Director Lemmer. The Hodge Group will discuss the findings from its philanthropic/funding assessment and report on the work of the Foundation Board. HGA will present programming needs and possible visual solutions of interior spaces. The City Council meeting will be via Zoom.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

No new business.

ADJOURNMENT

Trustee Desmond made a motion, seconded by Trustee Rose, to adjourn the meeting at 8:59 p.m. Motion carried unanimously with a roll call vote.

Upcoming Meetings:

**Regular Board Meeting: November 10, 2020 7:30 p.m., Remote Access**

**/s/JoAnn Desmond (signed electronically due to COVID-19 pandemic)**

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JoAnn Desmond, Secretary

Minutes approved by the Board on November 10, 2020.