

**LAKE FOREST LIBRARY BOARD OF TRUSTEES**  
**360 East Deerpath Road, Lake Forest, IL 60045**  
**Monday, February 1, 2021, 6:30 p.m.**  
**Special Meeting by Remote Access (Virtual)**

The Library Trustees will be remotely attending this regularly scheduled Board of Trustees meeting by electronic means, in compliance with Governor's Executive Order 2020-07, issued on March 16, 2020, that suspended certain Open Meetings Act provisions relating to in-person attendance by members of a public body. Specifically, the Governor's Order: (1) suspends the requirement in Section 2.01 that "members of a public body must be physically present:" and (2) suspends the limitations in Section 7 on when remote participation is allowed. This Executive Order is effective the duration of the Gubernatorial Disaster proclamation. The Library provides members of the public with an opportunity to participate in the meeting.

Members of the public can participate remotely in the meeting via Microsoft Teams by clicking the following link: [Join Microsoft Teams Meeting](#). Or by calling: +1 872-240-4516. Conference ID: 958 212 680#.

Alternatively, members of the public may email comments to Catherine Lemmer, Library Director, at [clemmer@lakeforestlibrary.org](mailto:clemmer@lakeforestlibrary.org), before noon on the date of the meeting and the comments will be included in the meeting minutes. The minutes of the meeting will be available on the Library's website after they are approved at the next meeting of the Library Board of Trustees. Current and past meeting information is available at: [www.lakeforestlibrary.org/board-meetings](http://www.lakeforestlibrary.org/board-meetings).

### **Agenda**

1. Call Meeting to Order.
2. President's Remarks:

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's website.
3. Board of Trustees Roll Call/Confirmation that can hear the discussion.
4. Opportunity for the Public to Address the Board and Correspondence.
5. Call for Additions to the Agenda
6. Approval of the minutes of the January 21, 2021 Special Board meeting.

7. Executive Session pursuant to 5 ILCS 120/2(c)11 Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
8. Unfinished Business
9. New Business
10. Adjournment

**Upcoming Meetings:**

**Regular Board Meeting, February 9, 2021, 7:30 p.m.**

Special meetings may be called at any time with proper notice pursuant to the Library's bylaws.

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.

## **PUBLIC COMMENT AT BOARD MEETINGS POLICY**

The Illinois Open Meetings Act provides in Section 2.06 that at meetings of public bodies, “any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body.” 5 ILCS 120/2.06(g).

The Board of Trustees welcomes public participation. This policy provides the following rules and guidelines for public participation at its meetings.

Individuals attending board meetings must conduct themselves with respect and civility toward others. Abusive, profane, threatening, or harassing language and/or personal attacks will not be permitted. The Board President or presiding officer may prohibit further comment at the meeting by a speaker whose remarks violate this rule.

Public comments are permitted during the time designated on the Board of Trustees meeting agenda, unless otherwise directed by the Board President.

The Board President determines the order in which speakers will be recognized.

When recognized by the Board President, the speaker should begin by stating his or her name and address.

Public comments will ordinarily be limited to three (3) minutes per speaker. The Board President shall have discretion to modify this time limit, as well as to limit repetitive comments.

Members of the public will not be allowed to speak a second time until all members of the public who wish to speak have been allowed to do so. The Board President will determine whether second public comments will be permitted, and if so, the appropriate amount of time for public discussion, and will end public comment at his/her discretion.

Board members are not obligated to respond to comments from the public. Issues requiring possible action by the board may be added to a future meeting agenda, and issues that can be addressed by library administration will be noted.

A copy of these guidelines will be placed next to the sign-in sheet made available to members of the public at the entrance to board meetings.

Petitions or written correspondence directed to the board shall be presented to the board by the Board President or Secretary at the next regularly scheduled board meeting.



Minutes are a summary of the board's discussion and actions. Speaker requests to append written statements or correspondence to the minutes are not favored. Generally, written materials presented to the board will be included in the library's files rather than in the minutes. The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in these guidelines.

(Approved January 9, 2018.)

INSPIRATION ♦ IDEAS ♦ COMMUNITY

**Lake Forest Library Board of Trustees**  
360 E Deerpath Road, Lake Forest, IL 60045  
Special Meeting (Remote Access) Minutes  
6:00 p.m. January 21, 2021

CALL TO ORDER

President Wendy Darling called the meeting to order at 6:03 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: Germain Arnson, Wendy Darling, JoAnn Desmond, Elizabeth Grob, John F. Johnson, Andrea Lemke, David Rose and Carrie Travers. Arrived at 6:10 p.m.: Trustee Bryan Bertola. All yeas. 8 trustees in attendance at roll call, a quorum is present.

Staff Present: Catherine Lemmer, Library Director; Ed Finn, Head of Operations

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD AND CORRESPONDENCE

Rommy Lopat (410 E. Woodland) addressed the Board regarding the concerns she expressed in a letter sent to Board members earlier in the day and requested that the design of the Library addition complement the original design and be approved by the Historical Preservation Commission.

ADDITIONS TO THE AGENDA

None

CONSENT AGENDA

- A. Approval of the Agenda
- B. Approval of the January 12, 2021 Meeting Minutes

Trustee Desmond requested a minor edit to the minutes. Trustee Grob made a motion, and Trustee Travers seconded to approve the Consent Agenda as presented. 9 yeas, motion carried with a roll call vote.

DISCUSSION OF 2021-2023 STRATEGIC PLAN

After a thorough and focused discussion of the five proposed strategic objectives, Director Lemmer will make suggested revisions and provide a red-lined draft to Board members to review prior to the February Board meeting. No action was taken.

Lake Forest Library Board of Trustees  
Special Meeting (Remote Access) Minutes  
January 21, 2021

Lake Forest resident Rommy Lopat (410 E. Woodland) commented on aspects of the strategic plan and urged the Board to revisit the 2017 community survey results.

UPDATE ON TECHNOLOGY INITIATIVES

Head of Operations, Ed Finn, provided updates on the move to fiber internet. He also explained that the Library's research has resulted in the discovery of more advanced apps. These apps provide more than just catalogue access. Mr. Finn indicated that vendor demonstrations are being scheduled. The Library is reviewing several pricing options.

DISCUSSION AND APPROVAL TO PROCEED WITH A REQUEST FOR PROPOSAL FOR RFID-BASED SERVICES

Mr. Finn provided a power point on how Radio Frequency Identification would allow the Library to modernize circulation practices and to also provide expanded services at the West Metra train station. He explained many of the immediate and potential benefits and presented implementation models and estimated costs.

After answering questions from board members, Trustee Johnson made a motion, and Trustee Lemke seconded, to authorize Mr. Finn and staff to issue an RFP for RFID-based service. 9 yeas, motion carried with a roll call vote.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

No new business

ADJOURNMENT

Trustee Arnson made a motion, seconded by Trustee Travers, to adjourn the meeting at 8:02 p.m. 9 yeas, motion carried.

Upcoming Meetings:

**Special Board Meeting: February 1, 2021, 6:30 p.m., Remote Access**

**Regular Board Meeting: February 9, 2021 7:30 p.m., Remote Access**

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JoAnn Desmond, Secretary

Minutes approved by the Board on February 1, 2021.