

**LAKE FOREST LIBRARY BOARD OF TRUSTEES**  
**360 East Deerpath Road, Lake Forest, IL 60045**  
**Tuesday, May 4, 2021, 7:30 p.m.**  
**Special Meeting by Remote Access (Virtual)**

The Library Trustees will be remotely attending this special 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: 424 438 075#.

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. 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.
7. Discussion and approval of Burges & Burges contract for survey services
8. Discussion of service operations
9. Unfinished Business
10. New Business
11. Adjournment

**Upcoming Meetings:**

**Regular Board Meeting, May 11, 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



# BURGES & BURGES

## STRATEGISTS

April 22, 2021

**To: Ms. Catherine A. Lemmer, Executive Director, Lake Forest Library**

**From: Dr. Bill Burges**

**Copies: Jennifer Johnson, LJRC; Russ Hodge and Bharat Krishnan, The Hodge Group**

Thanks for asking us to help. We look forward to meeting Friday afternoon. Meanwhile, this memo is so we can move expeditiously, and can be put in in formal contract(s) or agreement letter(s). Burges & Burges, and LJR Custom Strategies offer high quality research and service, provided by firm principals. We are ready to partner with your Library team.

Burges ([www.burgesandburges.com](http://www.burgesandburges.com)) is re an Ohio-based strategic consultancy with decades of experience with libraries and other entities. LJRC ([www.ljrcustomstrategies.com](http://www.ljrcustomstrategies.com)) is a national boutique research firm in Washington, DC. and New Orleans with like experience. We have worked together on over 100 polls since 2015, providing sound, actionable, facts and roads to progress. We have both worked extensively with Mid-American libraries and leaders.

We will 1) design, conduct, and present a telephone survey tailored specifically to your needs and make specific recommendations to help move the capital project forward; and 2) assist in designing a shorter online survey questionnaire for the City and/or Library.

For the telephone poll, we recommend a 10-minute survey of a representative sample of 400 Lake Forest voters using a questionnaire developed with your input, feedback, and approval. A 10-minute questionnaire is typically about 45-50 standard length questions. We will call an appropriate mix of land lines and cell phones. With input, LJRC will be lead on the poll, including final instrument design, sampling and list strategy, data collection calls, and strategic analysis and reporting. Deliverables will include topline (frequencies), crosstabs, charts, analysis, and a conference call or zoom presentation of findings.

Burges will take the lead with you in designing the online survey instrument for distribution using City and Library resources, helping to analyze the data, and developing recommended messages and communications strategies. Burges will provide guidance on how, when, and where to use the information to help the Library and supporters resolve the capital situation.

The total price of this project is \$20,000. For a 400-sample, 10-minute poll LJRC would earn \$15,000. For strategic communications consulting, work on the phone and online surveys, and project management, Burges would earn \$5,000. Both firms, require half to start and the other half on completion. We do not anticipate travel, and understand this work is to be completed as fast as possible without sacrificing quality. We are ready to go and can contract with you individually, or as a single entity via Burges. Let us know what works best for you.

Thank you again for your interest and consideration. We hope we can learn as much as possible about exactly what you would like to ask about, and answer questions or provide more additional information Friday afternoon so we can proceed expeditiously. I am available at 216-970-5213 for much of the day if you need to talk in advance.