

**Lake Forest Library Board of Trustees**  
360 E Deerpath Road, Lake Forest, IL 60045  
Regular Meeting Minutes  
7:30 p.m., September 14, 2021

CALL TO ORDER

President John F. Johnson called the meeting to order at 7:30 p.m. in the Kasian Room of the Lake Forest Library.

ROLL CALL

Trustees Present: Germaine Arnson, Bryan Bertola, Jim Clifton, JoAnn Desmond, John F. Johnson, Andrea Lemke, Sue Shattock, and Heather Strong. Absent: Elizabeth Grob.  
8 trustees in attendance, a quorum is present

Staff Present: Catherine Lemmer, Executive Director; Ed Finn, Director of Operations; Joy Schmoll, Head of Communications; Sameer Notta, Finance Officer; and Chris Wheeler, Facilities Manager.

PRESIDENT'S REMARKS

President Johnson welcomed the Trustees and meeting visitors back to the Library. He noted the Friends book sale was this week and hoped that all would visit the sale.

President Johnson then reported that based on comments in the correspondence report regarding Library materials and the selection process, he had done research and wanted to share the American Library Association's *Library Bill of Rights* which is incorporated into the Library's Collection Management Policy. He then read the *Library Bill of Rights* into the record:

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

*Article I.* Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

*Article II.* Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

*Article III.* Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

*Article IV.* Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

*Article V.* A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

*Article VI.* Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

He concluded by noting that the *Library Bill of Rights* has been around for a long time as it was adopted in 1939 and last amended January 23, 1980 by the American Library Association Council.

President Johnson then shared stories he has heard about the Library in his role as Library Board President. He reported a conversation with a friend, a grandfather and retired law partner, who remarked that people are so nice at the Library. President Johnson also relayed the story of a busy young mother who appreciated that the Library had worked with her to pull books on a topic so she and her three children could come in and quickly pick from the pre-selected books.

#### CALL FOR ADDITIONS TO THE AGENDA

None.

#### OPPORTUNITIES FOR THE PUBLIC TO ADDRESS THE BOARD

Laura Luce, Lake Forest resident, asked the Library Board to consider live streaming the board meetings and expressed her preference against gender-neutral public restrooms.

#### CORRESPONDENCE REPORT

Trustee Strong asked for a clarification in the August 10, 2021 meetings regarding the August 2021 Correspondence Report. She expressed concern that the minutes may indicate that the minutes, as drafted, suggest that the Board felt that the anonymous comments in the suggestion box were misinformation. President Johnson reflected that, at the August 10 meeting, he had noted that there was a lot of misinformation in the community as a whole and that he encouraged Trustees and Library staff to address and clarify such misinformation. He also suggested the August 10, 2021 minutes include this clarification of his remarks.

The relevant section of the August 10 minutes will read as follows [see italics]:

#### *CORRESPONDENCE REPORT*

*President Johnson noted that much of the negative correspondence and comment cards remain anonymous, while positive correspondence is signed. He also noted that there was a lot of misinformation in the community as a whole and he encouraged Trustees and Library staff to address and clarify when they learn of misinformation.*

#### CONSENT AGENDA

President Johnson asked if there were any questions on consent agenda items. Trustee Arson made a motion, seconded by Trustee Lemke, to approve the Consent Agenda with the following items:

- a. Approval of the September 14, 2021 Agenda
- b. Approval of the August 10, 2021 Meeting Minutes.
- c. Approval of the August 30, 2021 Building Committee Meeting Minutes
- d. Approval of August 2021 Financial Report.

Motion passed on roll call vote with 8 yeas votes.

#### COMMITTEES REPORTS AND RECOMMENDATIONS

##### Building Committee

Trustee Bertola reviewed the Building Committee's process and work to date. The Building Committee is focused on information gathering and working towards identifying the most qualified firm for the Dome Prioritization Project. The Building Committee presentation is attached hereto and incorporated into these minutes. At the end of the presentation, Trustee Strong noted that the questions from the public at the August 10 meeting will help inform the selection of the qualified professional team. She also noted that the selected professional team will then be responsible for answering the outstanding questions on the dome and related work. Trustee Strong again noted that the project involves the entire dome and its supporting structure and that at different time frames different parties control the timeline. The Library Board controls the timeline around the retention of the appropriate professional firm, then the control moves to the professional firm and eventually on to the contractors selected to complete the work.

Trustee Bertola then led a lengthy Trustee discussion at the end of his presentation. Trustee Bertola confirmed to Trustee Shattock that the first milestone is finalizing the correct process to select the professional team and then undertaking the RFP or RFQ process. Trustee Desmond asked the Building Committee to consider ways the community might provide input into the selection process. Trustee Bertola noted that the call for solicitations will be public and anyone can share the solicitation to a firm they would like to encourage to submit.

Trustee Arnson noted that many of the questions asked by the public at the August 30 meeting were previously raised and considered during the previous analysis and decision making by the Library Board and she hoped the Building Committee was using the work already completed to help speed the process along. Trustee Lemke also noted that a lot of work regarding the dome was done in connection with the larger plan to address other structural and programming space issues and even though the larger project was not proceeding at this time, she hoped the dome work was not going to be redone. President Johnson added that all aspects of the dome and its structure, including gutters, would be considered.

President Johnson concluded the discussion by noting that this was just the first tranche of a larger capital improvement project. He thanked Trustees Bertola and Strong for the efforts on the Building Committee and reiterated that the public will be kept informed as the process moves forward.

#### LIBRARY OPERATIONS REPORT

President Johnson asked for questions on the Library Operations Report. Chris Wheeler, Facilities Manager, responded to Trustee Strong's question regarding the Kasian Room HVAC repair. Mr. Wheeler noted that Hill Mechanical anticipates that the needed parts should arrive by mid-September. He is in close contact with them and will report as soon as Hill updates him on the status of the parts and the timeline to complete the work.

Trustee Clifton noted that the new monthly financial report format was well done and clearly reflected the Library's finances. He complimented Sameer Notta, Finance Officer, for the work.

Trustee Strong asked Joy Schmoll, Communications Officer, if there was a new sign package given Ms. Luce's comments on the bathroom signage. Ms. Schmoll responded that there was no new restroom signage. The Library works through signage needs as needed and with an overall plan in mind. For example, new hours signage was completed to incorporate Sunday hours and shifting in the collection will require new shelving signage.

Trustee Clifton asked about programming. Ms. Lemmer noted that the Library is currently comparing hybrid, in person, and virtual against last year which was all virtual. She suggested that the Library put together a three-year comparison as it would reflect programming in three different environments.

Last Ms. Lemmer noted that the Library has received the draft of its FY2021 audited financials. The Library will prepare a draft MD&A and circulate the draft financials to Trustee Lemke and Trustee Clifton for their input in the next week. She concluded by noting that the Library's internally prepared financial statements align with the auditor's financial statements.

#### UNFINISHED BUSINESS

No unfinished business.

#### NEW BUSINESS

No new business.

#### ADJOURNMENT

Trustee Desmond made a motion, seconded by Trustee Shattock, to adjourn the meeting at 8:16 p.m. Motion carried by voice vote.

#### **Upcoming Meetings: Regular Board Meeting, October 12, 2021**

**/s/ JoAnn Desmond, signed electronically**

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JoAnn Desmond, *Secretary pro tem*

Minutes approved by the Board on October 12, 2021.

# Lake Forest Library

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Building Committee Report

September 14, 2021

# Building Committee Process Update

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- August 10, 2021
  - Library Board approves prioritization of dome and interior rotunda
- August 30, 2021
  - Building Committee Meeting (public)
- August 10 – to date
  - Building Committee research and additional study
- September 14, 2021
  - Building Committee report

# Update on activities

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- Information gathering
  - August 30: Public comment input on Dome Prioritization Project
  - Identify appropriate professional services needs using Dome Report
  - Legal advice regarding next steps to retain the necessary and appropriate professional services

# Goal: Retention of Qualified Firm

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- Expeditiously working towards hiring the best qualified firm
  - Finalize appropriate method for soliciting appropriate professional services
  - Document the selected method and provide opportunity for board input
  - Implement board approved method and documentation to solicit for appropriate professional services
  - Review and quantify solicitations to begin solicitation process for appropriate professional services

# Next Steps & Questions

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- Additional information gathering to keep process moving forward
- Watch for Library website calendar for announcement of:
  - Regular Board Meeting (October 12) or earlier Special Library Board Meeting