

Lake Forest Library Board of Trustees
365 Deerpath Road, Lake Forest, IL 60045
Regular Meeting Minutes
7:30 p.m., December 14, 2021

CALL TO ORDER

President John F. Johnson called the meeting to order at 7:30 p.m. on December 14, 2021, at the Lake Forest Lake Bluff History Center.

ROLL CALL

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

Staff Present: Catherine Lemmer, Library Director; Ed Finn, Director of Operations; Emmy Neal, Teen Librarian; Sameer Notta, Finance Officer; Lorie Rohrer, Head of Youth Services; Joy Schmoll, Communications Officer, and Chris Wheeler, Facilities Manager. Joy Schmoll, Communications Officer.

PRESIDENT'S REMARKS

President Johnson welcomed us to this last Library Board Meeting of calendar year 2021. His remarks follow-

We appreciate The History Center and the hospitality they have extended to us to use this special space for our meeting. As many of you know, the Kasian Room tonight is being used along with other areas of the Library by our high school teens for exam study preparation. We wish for all our teens to have success in these challenging exams.

On our agenda tonight we have an important action item regarding the Dome Repair and Restoration Project from the Building Committee. They have provided an extensive report and recommendation for us to consider later in our meeting.

The Trustees received a Personnel Report requested by Trustee Strong. You may have questions and want clarification on some of the details. We will have that report on the Board agenda in January along with continued updates on the Budget Planning for our next fiscal year.

Last meeting, I gave some highlights of our Library Board History from Volume 1 which covered the founding of the Library established on July 4, 1898 through 1951. In July 2023 we will be celebrating our 125th year and perhaps some Trustees and community members would be interested in helping to plan a celebration.

This past weekend I completed reading Volume 2 of the Library Board Meeting Minutes covering the period 1952 to 1963. Here are some highlights of interest.

- On May 10, 1952, at the Annual Meeting President Alfred E. Hamill announced his resignation after serving 27 years from 1926 to 1952. At that same meeting it was mentioned that it would be wise to investigate the installation of electric cables to control ice in the gutters. At the Board meeting on September 20, 1952, it was reported that the ice melting cables had been installed by Huber Electric in four sections.
- On May 9, 1953, starting a new Summer Reading Program was discussed at length. It was reported that "Highland Park had great success with their program in the previous year. It was decided that the LF Children's Librarian would visit Halsey, Gorton, Everett, Bell, Day School and St Mary's and an assistant was requested, preferably a Library Board Member." There was also a reference to a "dampness situation" but no source was identified. Decorators thought that it might be due to the need of tuckpointing.
- On July 11, 1953, it was reported that the first Summer Reading Program was a success.
- During the October 10, 1953, Buildings and Grounds Committee reported repairs to the roof were under consideration. Also repatching of the entire roof was under review. Repairs to the Court Walls were postponed.
- On February 20, 1954, it was reported that "one set of blueprints was badly worn, and a Trustee Dangler was appointed to investigate the possibility of a duplicate set being acquired."
- On July 10 of that year special repairs to the Court Walls that had been deferred in previous years were approved. As of October, repair work had not started since "contractors were too busy to undertake the work." In the Spring of 1955, it was determined that the stone columns which were blocks on the outside, were solid on the inside. Ornamental fencing was considered, but in May 1956, Edwin Clark was asked to provide a report and assessment of the design review. In May 1957 the Board asked Stanley Anderson for an opinion regarding removing the Court Walls down to 42 inches and remodeling the iron gates. This work was completed by October 1957.
- In February 1957 Clauson & Winter provided an estimate of \$315 to repair the lobby couches in plastic. It was also noted that "parking had become somewhat of a problem." Roof repairs were again needed due to heavy rains. Suggestion was made to install two copper downspouts and modify the ornamental gutters.
- In the summer of 1957, it was noted that popular adult fiction and non-fictions books were in high demand, but expensive and purchases should be made for a rental collection charging twenty-five cents per week and ten cents daily for those kept over.
- Dome Repair of interior tuckpointing work and gutter repairs were completed in October 1959 but in February 1960 small leaks still existed.
- In October 1960 there was a drawing of the front entrance terrace where repair work was necessary due to the settling of the bluestone causing an uneven walkway puddle with limited drainage.
- In April 1961 the City of Lake Forest began providing Financial Services to the Library utilizing the City IBM computer accounting system. This was approved and resolved that

“The Library Board would continue to have control of financial activities” just as we do today.

- On July 16, 1963, Hermon Dunlap Smith was recognized for his service by the Library Board. He had served as a Trustee from 1936 and served 11 years as President since 1952.
- And to conclude Volume 2, the Auditorium seats were donated to the Lake Forest College in November 1963 to begin the preparation for the children’s library in the lower level.

Thanks for listening. Have a safe and joyous holiday season!

CALL FOR ADDITIONS TO THE AGENDA

None

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Susan Athenson, President of the Lake Forest Preservation Foundation, requested that the Board consider televising, via Zoom or recording, the monthly Board meetings. She suggested that this would increase the trust within the community and decrease the possibility of false rumors.

Art Miller, representing the Lake Forest Preservation Foundation, expressed reservations about hiring the large national firm, Wiss, Janney, Elster Associates, Inc. He submitted questions to the Library Director before the meeting:

1. Is the phase 1 stand-alone, in case a more design focused firm might be needed if the work is extensive?
The selection process seems again to favor large national firms, for their depth, etc. This did not work with the earlier planning; show how can we be sure it will work this time? Lake Forest College has also had trouble over national firms with relevant experience, but not sending appropriate team member or leadership to handle the project.
2. Given the Wiss, Janney expertise nationally in domes, does the contract guarantee involvement by the dome experienced people?
3. With the earlier planning team chosen, the job was transferred from the group that won the contract to another team. How do we know that this national firm will not bait and switch either from those who won the project or away from the dome experienced team members?
4. It’s great to hear about the dome expertise in the Wiss Janney organization. How can we be assured that the expertise will be available to work on this particular job?

CORRESPONDENCE REPORT

President Johnson mentioned a thank you letter from State Senator Julie Morrison to Kate Buckardt, Adult Services Manager, thanking her and the community for the generosity it displayed in donating pajamas, socks, hats, and mittens to children in foster care. Also, President Johnson mentioned that the Library may have a skilled craftsperson to build furniture for the Library. There will be more details in the future.

APPROVAL OF THE CONSENT AGENDA

- A. Approval of the December 14, 2021 Agenda.
- B. Approval of the November 9, 2021 Regular Meeting Minutes
- C. Approval of the November 4, 2021 Financial Committee Meeting Minutes
- D. Approval of the November 2021 Financial Report

Trustee Lemke made a motion and Trustee Arnson seconded the Approval of the Consent Agenda as presented. 9 ye a votes. Motion passed on a roll call vote.

COMMITTEE REPORTS: BUILDING COMMITTEE

Trustee Bertola led the discussion of the recommendation from the Building Committee to authorize the Library Board President, on behalf of the Library, to enter into a Professional Services Agreement with Wiss, Janney, Elstner Associates for investigation and design services for the repair and restoration of the dome. He began by thanking Trustee Strong, the Library staff, President Johnson and previous Library Board members for their assistance with this project. Trustee Bertola gave a timeline overview from July through November 2021.

-7/15/21 Board President Johnson and Vice President Bertola, Director Lemmer, and Ed Finn, Director of Operations met with Mayor George Pandaleon, Jason Wicha, City Manager, and Cathy Czerniak, Director of Community Development staff to discuss next steps regarding the library building and seek City input on the concept of phasing the needed capital improvements, starting with the restoration and repair of the dome and related components.

- 8/30/21 Building Committee holds public meeting to answer questions about the actions taken at the 8/10/21 Lake Forest Library Board meeting and to encourage patrons and community organizations to express their opinions on the critical qualities sought after in the hiring of a prospective firm for professional services regarding the dome and interior rotunda.

- 9/27/21 Request For Qualifications for architectural and engineering services ("RFQ") released. See RFQ and addendum on Library website.

- 10/1 - 10/5/21 Site visits by prospective firms.

- 10/15/21 RFQ submissions due.

- 10/19/21 Building Committee holds public meeting to engage patrons and community organizations in helping to develop interview questions.

- 10/25 - 10/28/21 Interview period for all RFQ candidates.

- 11/1/21 Commencement of evaluation process by Building Committee. Developed a rubric to score individual firms on their RFQ Submission and Interview based on criteria in the RFQ. Wiss, Janney was a high scorer on the Overall Combined Scores. In addition to this data, references were contacted, and more information was requested to evaluate the firms.

Trustee Bertola addressed Mr. Miller's questions about expertise of team members on the dome projects. The firms were evaluated on who will be attending meetings, who is going to perform the work, are they historically trained, and who is going to be "the face" of the project. Trustee Bertola described Wiss, Janney as a local firm having national credentials. While compiling

additional information from other firms, Wiss, Janney was often mentioned as “the experts.” Wiss, Janney is familiar with the Lake Forest community. Trustee Bertola noted that the RFQ stresses the importance of completing the project from deliverables to execution. He was confident that the firm wants to take the project to completion. He feels comfortable in recommending Wiss, Janney.

Trustee Strong thanked Trustee Bertola for handling this project, especially during the challenges of doing business during COVID. Trustee Strong sees Wiss, Janney as a solid partner going forward to the next phase of this project. She addressed more of Mr. Miller’s concerns about historic preservation. She evaluated the responses from all the firms that were submitted. She noted that Wiss, Janney spent the most time in and around the Library building as compared to the other firms. She was confident that our Library dome project would not be ignored as being too small of a project and that historic preservationists and specialists would be called in to provide expertise as needed.

Trustee Shattock asked why Wiss, Janney was chosen when another firm had the same Overall Combined Total Score. Trustee Bertola stated that the narrative included many historically, significant dome projects, being known as experts in this field and, their projects completed within Lake Forest. Trustee Clifton asked about the scope of this Phase 1 of the project. Trustee Bertola explained that this initial phase is to do investigative research and testing, develop a schematic design package outlining recommended plan and budget estimate before services for Phase 2 can be determined. We can take this Phase 1 documentation and knowledge to the City and the Historic Preservation Committee to get feedback and direction on Phase 1 services so we have a clear understanding of what it will require to complete Phase 2 services. Trustee Desmond, based on her experience, supported the decision to choose Wiss, Janney. Trustee Arnsen thanked Trustee Bertola and Trustee Strong for all their time, effort, and expertise on this project.

Trustee Arnsen made a motion and seconded by Trustee Desmond to authorize the Library Board President, on behalf of the Library, to enter into a Professional Services Agreement with Wiss, Janney, Elstner Associates for investigation and design services for the repair and restoration of the dome for a fee of \$37,500. Motion passed on roll call vote with 9 yeas votes.

REPORT ON PER CAPITA GRANT REQUIREMENTS-SERVING OUR PUBLIC 4.0 STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Trustee Strong and President Johnson discussed the importance of signage in the Library building.

Trustee Arnsen questioned how the Library evaluates programming events with COVID dictating the format of many of the programs. Besides counting the number of participants, how else can the Library evaluate the patron’s response to the event? Director Lemmer responded that evaluating programming is one of the priorities in 2022. The staff is developing ways to assess the outcomes of programs. The Librarians are developing programs that meet the Library’s

mission and include core items to evaluate. Following up with participants for opinions on the programs should not be burdensome.

Trustee Lemke commended the Library in its integration of both in person and online programming simultaneously. She realizes how difficult this is to accomplish and being able to offer this type of programming is a very positive step to continue in the future.

LIBRARY OPERATIONS REPORT

Ed Finn updated the Board that the RFID gates, self-checkout machines and RFID pads are delayed again and should be available at the beginning of the year. Ninety percent of the volumes have been tagged and the others are being tagged once they return from checkout.

Director Lemmer recognized Emmy Neal, Teen Librarian for involving the teens of the community in evaluating the YA collection. The Young Adult Collection Diversity Audit was an important educational experience for the teens that participated.

UNFINISHED BUSINESS

President Johnson explained that a Leadership meeting took place with two members from the Board, two members from the Lake Forest Library Foundation, and two members from the Friends of the Lake Forest Library for a collaborative discussion on how we can work together and keep each group informed. Board schedules were shared, and several general items were discussed. This meeting took place in November as part of the Memorandum of Understanding (MOU) that the Board and the Foundation agreed to in July of 2021, but the Friends have not yet agreed to. The Friends were not ready to provide any further comments on the MOU until after their January meeting. The Friends will report back to the Library Board for the February meeting.

President Johnson intends to present a termination notice to The Hodge Group for their Capital Campaign assistance to the Library for 2022. The Foundation will assume the Endowment Campaign and will not need The Hodge Group going forward. A transition plan will be presented at the January Board meeting.

NEW BUSINESS

Director Lemmer discussed the Library participation in the Saturday Market at the West Train Station on December 11th. Over 100 people stopped by the table to play Plinko to earn books and gifts, sign up for new membership cards, and register for Library programs. The next occurrence is Saturday, December 18th. The Friends are participating at the east Train Station Pop-up Shop. They are selling used books, puzzles, and Friends of the Lake Forest Library memberships through December.

Lake Forest Library Board of Trustees
Regular Meeting Minutes
December 14, 2021

ADJOURNMENT

Trustee Desmond made a motion, seconded by Trustee Shattock, to adjourn the meeting at 8:44 p.m. Motion was unanimously carried by a voice vote.

Upcoming Meeting: Regular Board Meeting, February 8, 2022

/s/ Elizabeth Grob, Secretary [signed electronically due to COVID-19 Pandemic]

Elizabeth Grob, Secretary

Minutes approved by the Board on February 8, 2022.