

**Lake Forest Library Board of Trustees**  
**360 East Deerpath Road, Lake Forest, Illinois 60045**  
**Tuesday, November 8, 2022**  
**Regular Meeting**

CALL TO ORDER:

President John Johnson welcomed and called the meeting to order on Tuesday, November 8, 2022 at 7:30 p.m. in the Kasian Room, Lake Forest Library. President Johnson asked Trustee Jackson to serve as Secretary and record the minutes of the meeting.

ROLL CALL:

Trustees present: Bryan Bertola, Jim Clifton (attending virtually due to employment commitment), JoAnn Desmond, Josh Jackson, Andrea Lemke, John F. Johnson, Bob Shaw, and Heather Strong. Trustee Shattock was absent. Eight Trustees in attendance; a quorum was present.

Library Staff Present: Catherine Lemmer, Executive Director; Ed Finn, Director of Operations; and Sameer Notta, Finance Officer, and Heidi Krueger, Director of Patron Services.

President's Remarks:

President Johnson welcomed all and reflected that the ownership of the Library building resides in the Trustees. He further noted the library building is not for sale despite rumors in the community. The Library property is not for sale, has not been a subject of discussion for trustees, and is not currently a subject of discussion. He also noted that the Library obtains annual appraisals both for insurance and borrowing purposes.

Call for Additions to the Agenda:

None.

Opportunity for the public to address the board:

Susan R. Athenson, President, Lake Forest Preservation Foundation, announced the Foundation has produced a new guidebook book *Architectural Lake Forest* and it is for sale for \$25 at the Foundation's office and other locations in the community.

Rommy Lopat, resident, urged the Board to be an active part of the on-going meetings and discussions around the McKinley Road Development. She indicated that the Library Board has been good champion of themselves and hopes that continues.

Trustee Strong thanked Ms. Lopat for information provided in the Trustee packet and asked if document labeled "Approved Master Plan Jan 2017" was approved by City Council – Ms. Lopat indicated it was approved by Plan Commission and City Council.

Correspondence and Information Report:

No comments. Trustee Desmond asked President Johnson about the letter from the Library Board, dated November 8, 2022 regarding the McKinley Road Development. The letter was addressed to Mayor

Pandaleon, City Council, Historic Preservation Commission and Plan Commission Commissioners, Jason Wicha, City Manager, Cathy Czerniak, Director of Community Development, and Lake Forest Residents. President Johnson read correspondence into the record. All Trustees were provided copy of the correspondence in advance and offered opportunity for input before finalization.

Approval of Consent Agenda:

Trustee Shaw made a motion, seconded by Trustee Desmond, to approve the Consent Agenda (omnibus vote on matters 7(a) – 7(d):

- a. Approval of the November 8, 2022 Agenda
- b. Approval of the October 11, 2022 Regular Meeting Minutes
- c. Approval of the October 2022 Financial Report
- d. Acknowledge and accept receipt of FY Annual Audit Report from Baker & Tilly

The motion passed unanimously on a roll call vote.

COMMITTEES

Building Committee

Trustee Bertola recapped the dome repair project. He noted that the Library had retained Wiss, Jenney, Elstner Associates, Inc. (“WJE”) and had relied on WJE’s expertise to develop the bid specifications, manage the bid process, compare and analyze the submissions, and make a recommendation of which firm to use for the dome project.

Trustee Bertola introduced Kenneth Itle, Associate Principal of WJE, for presentation of the bid process and recommendation of firm for the dome repair project.

Mr. Itle recapped the bid process and the considerations WJE used to evaluate the submitted bids. He reported there were five bids and detailed the bid amounts and scheduled completion dates for each bidder. The five bidders and their bids were L. Marshall (\$978,000), Tu Construction (\$1,042,491), Berglund Construction (\$1,350,000), Renaissance Roofing (\$1,435,000), and G.E. Riddiford Co. (\$2,299,977). Mr. Itle recommended the Library proceed with a contract with L. Marshall.

A lengthy question and answer session between the Trustees and Mr. Itle included discussion around qualifications, work experience, bid prices, change orders, staffing considerations, potential problems around labor and supply chains, potential owner reserves, and scheduling. Building Committee chair Trustee Strong indicated she had investigated L. Marshall and received positive feedback. Trustee Bertola indicated that WJE was highly recommended, and would be managing work on the project, and that he relied on their expertise.

The Board decided to discuss further a decision around owner construction reserves at the December 2022 board meeting. The Board also asked WJE to prepare and send the terms and conditions of the next stage of WJE’s contract to manage the construction for discussion at the December 2022 board meeting.

Trustee Desmond made a motion, seconded by Trustee Lemke, to enter into a contract with L. Marshall Roofing & Sheet Metal, Inc. to complete the dome repair project in an amount not to exceed \$978,000

and authorizing the President to sign the contract with L. Marshall Roofing & Sheet Metal, Inc. The motion passed unanimously on a roll call vote.

Search Committee:

President Johnson announced the need to form a Search Committee and engage an executive search firm as Executive Director Catherine Lemmer will be retiring at calendar year end. After discussion regarding the committee’s membership and scope of the committee’s work, Trustee Johnson made a motion, seconded by Trustee Bertola, establishing a Search Committee with Trustees Clifton, Desmond, Jackson, Lemke, and Shaw as the members, authorizing the Search Committee to interview and select an executive search firm, and authorizing President Johnson to execute a contract with the selected firm. The motion passed unanimously on a roll call vote.

Tax Levy:

Treasurer Clifton introduced and led a discussion of the FY2024/2022 Library levy. A FY24/22 levy of 5% of \$4,708,495 and estimated growth of \$17,233 is detailed below:

Levy	Operations	Site	Growth	Total Levy	Change
2022	\$4,251,719	\$456,776	\$17,223	\$4,725,718	\$224,214

He noted that City of Lake Forest City Council had reviewed the overall City levy, which included the proposed 5% increase for the Library. After discussion, Trustee Shaw made a motion, seconded by Trustee Lemke, to approve a 2022 5% levy for the FY2024 budget. The motion passed unanimously on a roll call vote.

Amendment of FY 2023 Budget:

Trustee Clifton presented FY 2023 budget and detailed reasoning for need to utilize funds from surplus to fund planned repairs and regarding proposed amendments to budget. Trustee Clifton in response to question from Trustee Strong noted that at this time, the Library is able to amend impacted operating expense lines up to 10% of its FY2023 operating budget, \$430,169, because each year a 10% contingency is built into the Appropriation Ordinance. If additional funds are needed as the HVAC and dome repair projects progress, additional amendments may be done with guidance from the City Finance Team. The good news is that the Library has sufficient funds to do both projects and still maintain healthy reserves.

At the end of the discussion, Trustee Jackson, seconded by Trustee Desmond, made a motion to approve the following amendments to the FY2023 budget:

- Reduce Computer Lease, Contractual Services line, by \$35,000 to reflect the termination/non-renewal of the computer lease when the Library moved from leasing to purchase option.
- Increase Technology Upgrades line by \$85,000 for the computer replacement project. \$35,000 is from the lease cancellation and \$50,000 from the FY2022 surplus. The project was approved by the Board on June 14, 2022, for \$133,000. The actual total project cost was \$130,755.

Lake Forest Library Board of Trustees  
Regular Meeting Minutes  
November 8, 2022

- Increase Building & Grounds, Maintenance of Equipment line by \$70,000 to cover repairs to the current chiller and other boiler systems incurred year to date.
- Increase by \$137,000 the Capital Equipment Line for the HVAC – chiller repair by Hill Mechanical to occur in March-April 2023. (The amount not to exceed \$183,040 was approved by the Board on September 13, 2022.)
- Increase by \$168,000 the Capital Improvement line to cover initial costs of the dome occurring before end of FY2023.

Library Operations Report:

President Johnson introduced the Library Operations Report by noting the success of Lake Forest Reads. He praised Kate Buckardt, Head of Adult Services, for her hard work in developing and implementing the Lake Forest Reads program and her outstanding efforts at community building.

Trustee Strong reflected that the sidewalk repairs should be considered temporary and that an RFP for new lighting should be considered if the exterior lights cannot be repaired.

Heidi Krueger, Director of Patron Services, answered Trustee Strong's question regarding lending hot spots as part of the Takeout Tech collection.

Unfinished Business.

None.

New Business.

None.

ADJOURNMENT

Trustee Desmond made a motion, seconded by Trustee Jackson, to adjourn. The motion passed unanimously on a voice vote. The meeting was adjourned at 9:05 p.m.

/s/ Joshua Jackson

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Joshua Jackson, Secretary *pro tem*

Minutes approved by the Board on December 13, 2022.