

LAKE FOREST LIBRARY BOARD OF TRUSTEES

360 East Deerpath Road, Lake Forest, IL 60045

Tuesday, September 12, 2023

Regular Meeting

CALL TO ORDER

President Jim Clifton welcomed all and called the meeting to order on September 12, 2023, at 6:30 p.m. in the Kasian Room, Lake Forest Library.

ROLL CALL

Trustees present: Jim Clifton, JoAnn Desmond, Josh Jackson, John F. Johnson, Sue Shattock, Heather Strong, Emily Van Bel. Seven Trustees in attendance; a quorum was present.

Trustees Absent: Bryan Bertola and Bob Shaw

Library Staff present: Ishwar Laxminarayan, Executive Director, Heidi Krueger, Director of Patron Services, Joy Schmoll, Head of Communications, Jim Lee, Facilities Manager, Bledian Ajroja, Assistant Facilities Manager, Lori Rohrer, Head of Youth Services and Chad Clark, Head of Digital and Innovation Services

PRESIDENT'S REMARKS

President Clifton and Director Laxminarayan presented a timeline of the Dome restoration project and confirmed its completion to the City Council on September 5. Over the last few weeks, President Clifton and Executive Director Laxminarayan have met with key Library stakeholders to understand their perspectives as we undertake our strategic plan. This included Library staff, City staff, City Council, Lake Forest Preservation Foundation, Friends of Lake Forest Library and representatives of regional libraries for their insights as we look ahead to how the Lake Forest Library evolves in this post-Covid, high tech world.

The Friends of Lake Forest Library's 47th Annual Book Sale is scheduled for September 14-17. Since 1976, the Friend's Book Sale has resulted in donations to the Library of over \$2.5 million. The other date of note is November 3rd which is the Night at the Library celebration of the Library's 125th anniversary.

CALL FOR ADDITIONS TO THE AGENDA

None.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

INTRODUCTION OF NEW TRUSTEE EMILY VAN BEL

The Board welcomed Emily Van Bel, a native of Lake Forest, who has spent the last decade in Los Angeles in entertainment but is pleased to return to raise her family in Lake Forest. She is currently in real estate development and eager to help with the building maintenance issues we so often face.

CORRESPONDENCE REPORT AND PATRON COMMENTS

Many positive comments were received about the summer reading programs and the other children's events the Library offers each week.

STAFF PRESENTATION: CHAD CLARK, HEAD OF DIGITAL AND INNOVATION SERVICES

Chad Clark shared his work in the Media Lab, which is a very busy meeting space that accommodates a wide range of patron driven digitization projects and 21st technology training workshops. The recently acquired 3D printer is very popular and is kept on a mobile cart so 3D printing programs for all ages can be held on both the lower and upper levels of the library. One patron used it to design a logo for her business. Clark noted that patrons can upload a file for 3D printing on the Library website and then come in and pick up the item. Printing time can vary from 15 minutes to 4 hours depending on the size. Clark also announced the new LF Library app is about to be released. The app will allow patrons to access the catalog, manage their account information, place holds on materials, and discover library events and resources from a mobile device. The app will also feature a digital library card which will allow patrons to check books out with their phone at service desks or the self-checkout machines.

There was discussion about the demand exceeding the space (Media Lab appointments book quite far out), as the Lab is divided into 2 sections, with the equipment and instruction area limited to 2 or 3 patrons at most, for sound and privacy reasons. The group agreed that finding a way to meet this demand by reconfiguring the space or taking on additional staff needs to be considered for the future.

APPROVAL OF THE CONSENT AGENDA

Trustee Johnson made a motion, seconded by Trustee Desmond, to approve the Consent Agenda (omnibus vote of matters 7(a)-7(d))

- a. Approve September 12, 2023 Agenda
- b. Approve July 11, 2023 Regular Meeting Minutes
- c. Approve July 2023 Financial Report
- d. Approve August 2023 Financial Report

COMMITTEE REPORTS

BUILDING COMMITTEE

Trustee Strong announced that the Dome restoration project was completed on time, all change orders are in and the job stayed within budget. This means the job is now officially closed. She thanked Wiss-Janney and L. Marshall for a high quality and efficient process, with excellent communication throughout both internally and to the public.

LIBRARY OPERATIONS REPORT

Director Laxminarayan shared his draft goals for the coming year and beyond, with a particular emphasis on formulating a vision for the Library. The steps to be included are analyzing the upcoming community survey (the results should be available to the Library by the end of September or early October, before presentation at the October 16 City Council meeting). This learning, together with focus groups with key stakeholders in the community, and Staff and Board retreats, will be integrated into a coherent vision for the Library, to be outlined for execution in the 3-year strategic plan. This may result in changes to the Library's staff structure, policies and spaces for the public and the staff. Previous studies on these same issues of patron and staff needs as well as space constraints will be revisited. All were conducted pre-Covid but are sure to have some relevance going forward.

UNFINISHED BUSINESS

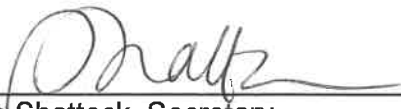
The RFP for the mural restoration project should be issued shortly.

NEW BUSINESS

President Clifton announced that effective immediately, Bryan Bertola has resigned as Trustee and Head of the Building Committee due to immediate and on-going conflicts. He was critical in the Dome restoration project and urged the Board to take on the building maintenance and upgrade issues in a holistic way as we develop the Strategic plan. The Board is grateful for his contribution.

ADJOURNMENT

Trustee Desmond made a motion, seconded by Trustee Johnson, to adjourn. The motion passed unanimously on a voice vote. The meeting was adjourned at 7:46 pm.



Sue Shattock, Secretary
Minutes approved by the Board on October 10, 2023