

LAKE FOREST LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, May 14, 2013

MINUTES

Present: President Hull; Trustees Casper, Champ, Dettling, Gibson, Marcusson, Napier, and Westropp; Youth Liaison, Jack Sanders; Administrative Librarian Grabbe; and Administrative Assistant Grasmick.

Absent: Trustee Block.

President Hull called the meeting to order at 7:30 p.m.

There were no changes or corrections to the minutes of the April 9 meeting.

Trustee Marcusson moved to accept the minutes of April 9, 2013. Trustee Gibson seconded. Motion carried.

President Hull recognized Janina Billings. In April Ms. Billings was banned from the library for a period of 6 months after repeated warnings about eating in the library. She asked the board to reconsider the ban. Ms. Billings reported that she had only once eaten an apple in the library and felt that she had been unfairly singled out by library staff. On the day she was banned she stated that she had a small bag of groceries with her, but she was not eating anything. After making her statement, Ms. Billings left the meeting at 7:35 p.m.

A short discussion followed and the board agreed to uphold the ban.

Trustee Gibson moved to affirm the 6-month ban for Jan Billings. Trustee Marcusson seconded. Motion carried.

Administrative Librarian's Report:

Maintenance: It's spring cleaning time—the carpet and windows will be cleaned.

Personnel: Becky King has been hired as a new part-time librarian for the Adult Services department to cover hours left unfilled since Valerie Wolfgram retired. Also, Janet Wigodner has been hired as a substitute reference librarian. Finally, Barbara Storey has joined the adult circulation department as a part-time circulation assistant due to resignation of another staff member.

Services: The library supplied bookmarks/bibliographies for a Chamber health program at Gorton Community Center.

We are gearing up for the summer reading programs. All promotional materials have been prepared and are ready to distribute.

The High School Art Show is up now. Judging has been completed and prizes awarded.

The Charmm'd Foundation Leadership Book Group will meet in the library conference room.

The library will again have a presence at the Lake Forest Farmer's Market during July and August. We have also approached the Friends of Lake Forest Library about joining us at the market.

The library will be closed from 9:00 a.m. to 1:00 p.m. on Friday, May 24th for staff technology training.

Miscellaneous: A draft of the new resident letter was distributed. The letter will be sent out each month to new residents.

The March YTD Financial Report was distributed.

March and April statistics were distributed.

An updated Rules for the Use of the Library page was distributed.

Committee Reports:

Services: The committee will meet at 6:30 p.m. on July 9th to review policies and bylaws and to discuss the library survey and the digital media lab. Glass Box Research Company will assist us in the survey design.

Long Range Planning: No report.

Finance: No report. Trustee Gibson stated that May 1 began our new fiscal year. Our next big undertaking is completion of the roofing project later this summer. Plus, we need to investigate the ADA review/recommendations and prepare a plan. Exploring ways to retrofit our HVAC to a more modern system could also be considered.

RAILS: They have now received 57% of their funding for FY2013. The State Library has proposed offering an eBook program to some libraries via Baker & Taylor.

Mrs. Grabbe plans to attend the next virtual meeting in June.

Friends: The Children's Used Book Sale will take place on June 6th, 7th, and 8th. Donations continue to pour in. Barbara Rinella had nearly 300 attendees for her most recent performance.

Old Business: The nominating committee presented the following slate of officers for FY13/14:

President	Lisa Dettling
Vice President	Carol Champ
Treasurer	Janet Gibson
Secretary	Maria Westropp

A vote to approve the proposed slate will be held at the June meeting.

New Business: The non-resident fee card program was discussed. The FY14 cost of a non-resident family card is \$560.00 per year, but we have no unserved areas bordering us.

Trustee Napier moved to approve the \$560.00 cost for a non-resident family card. Trustee Westropp seconded. Motion carried.

The FY13/14 Board Meeting and Holiday schedules were reviewed.

Trustee Napier moved to accept the FY13/14 Board Meeting schedule. Trustee Gibson seconded. Motion carried.

Trustee Napier moved to accept the FY13/14 Holiday schedule. Trustee Dettling seconded. Motion carried.

The next meeting will be Tuesday, June 11, 2013.

Opportunity for the public to address the Board: no one addressed the Board.

Trustee Napier moved that the meeting be adjourned. Trustee Gibson seconded. Motion carried.

There being no further business, the meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Maria Westropp
Secretary

LAKE FOREST LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, June 11, 2013

MINUTES

Present: President Hull; Trustees Block, Casper, Champ, Gibson, Marcusson, Napier, and Westropp; Youth Liaison, Jack Sanders; Incoming Youth Liaison, Miranda Dunne; Administrative Librarian Grabbe; Administrative Assistant Grasmick.

Absent: Trustee Dettling.

President Hull called the meeting to order at 7:30 p.m.

A welcome was extended to our incoming youth liaison, Miranda Dunne.

There were no changes or corrections to the minutes of the May 14 meeting.

Trustee Napier moved to accept the minutes of May 14, 2013. Trustee Marcusson seconded. Motion carried.

Librarian's Report:

Maintenance: We will be doing some sidewalk/curb work in August.

Personnel: The staff in-service on technology was very useful.

Services: New resident letters are ready for mailing.

Summer reading programs have begun.

Miscellaneous: A draft of April 2013 YTD was distributed.

We received the Per Capita Grant payment for last year in the amount of \$19,910.72.

Our Directors and Officers insurance will now be provided through Hanover Insurance Group.

Committee Reports:

Services: No report. The committee will meet at 6:30 p.m. prior to the board meeting on July 9th.

Long Range Planning: No report.

Finance: Trustee Gibson stated that library generated revenue is up. Fringes are over budget due to the ERI liability that was added in January.

RAILS: Mrs. Grabbe will be attending a videoconference at the old NSLS building tomorrow.

Friends: The Children's Book Sale successful. There have been many donation pickups lately. There are good collections of Civil War, World War II, and vintage children's books. Some great new volunteers have started working. All trustees are encouraged to work a shift at the book sale.

Old Business: None

New Business: The nominating committee discussed the slate of officers for FY13/14:

President	Lisa Dettling
Vice President	Carol Champ
Treasurer	Janet Gibson
Secretary	Maria Westropp

Trustee Napier moved to approve the slate of officers for FY13/14. Trustee Block seconded. Motion carried.

Mrs. Grabbe distributed gifts to retiring board president Hull and youth liaison Sanders and thanked them for their service on the board.

President Hull's READ poster was presented. It will be posted in the library. Suggestions for future poster subjects are welcome.

The next meeting will be Tuesday, July 9, 2013.

Opportunity for the public to address the Board: no one addressed the Board.

Trustee Block moved and Trustee Champ seconded a motion to adjourn. Motion carried.

There being no further business, the meeting was adjourned at 7:48 p.m.

Respectfully submitted,

Maria Westropp
Secretary

LAKE FOREST LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, July 9, 2013

MINUTES

Present: President Dettling; Trustees Block, Bryant, Champ, Gibson, Marcusson, Napier, and Westropp; Administrative Librarian Grabbe; and Administrative Assistant Grasmick.

Absent: Trustee Casper; Youth Liaison Dunne.

President Dettling called the meeting to order at 7:31 p.m.

A welcome was extended to new trustee, Kate Bryant. Trustees introduced themselves.

There were no changes or corrections to the minutes of the June 11 meeting.

Trustee Gibson moved to accept the minutes of June 11, 2013. Trustee Champ seconded. Motion carried.

Administrative Librarian's Report:

Maintenance: The signage installation for the adult collection began today and is expected to continue for 2-3 days. All new signs are ADA compliant. Signage is evaluated approximately every 20 years.

Roofing repairs will commence in August.

Personnel: Patricia Kreischer, our graphic artist/web master retired on June 28th. Matt Neer will take over the web updating. Kathe Stoepel has been hired as a part-time graphic artist.

Mary Farwell also retired from the Technical Services Department on June 28th. Many, many applicants were overqualified, but there were a number of excellent candidates. Interviewing began this week for this fulltime position.

Services: The adult summer reading program is going gangbusters. We changed the way prize drawings are done and that has drawn many more participants.

There were 151 attendees for the physics program in Children's today.

Miscellaneous: The Directors & Officers insurance pool in which we participated was closed effective July 1. We have secured coverage through our local insurance agent. The new policy also includes fiduciary liability coverage.

Committee Reports:

Services: The committee met at 7:00 p.m. this evening to review Chapter 10, *Serving Our Public 2.0: Standards* for the Per Capita Grant; Bylaws, Policy Review and updates on the digital media lab and the user survey.

Revisions to the Bylaws and Board Policies will be mailed out for discussion and vote at the August meeting.

Long Range Planning: No report.

Finance: The May YTD financial was distributed. Trustee Gibson stated that this is the start of FY14. Funds on hand are at healthy levels. Per Capita Grant funds were received late and will be reflected in FY14.

RAILS: Mrs. Grabbe attended the update meeting. There is no real news on the eBook program yet, although it appears to be geared toward small libraries with limited funds for digital materials. There will be a cost involved, so we will evaluate to see if that is the best use of funds.

A strategic plan is in the works.

Friends: Lots and lots of good quality books are coming in, including much nonfiction.

The children's book sale made \$8,161.00 this year.

Old Business: None.

New Business: The next meeting will be Tuesday, August 13, 2013.

Opportunity for the public to address the Board: no one addressed the Board.

Trustee Block moved that the meeting be adjourned; Trustee Westropp seconded. Motion carried.

There being no further business, the meeting was adjourned at 7:56 p.m.

Respectfully submitted,

Maria Westropp
Secretary

LAKE FOREST LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, August 13, 2013

MINUTES

Present: Trustees Block, Casper, Champ, Gibson, and Napier; Youth Liaison, Miranda Dunne; Administrative Librarian Grabbe; and Administrative Assistant Grasmick.

Absent: President Dettling; Trustees Bryant, Marcusson, and Westropp.

Vice-President Champ called the meeting to order at 7:30 p.m.

In the absence of Secretary Westropp, Trustee Napier volunteered to serve as Secretary Pro Tem.

There were no changes or corrections to the minutes of the July 9 meeting.

Trustee Gibson moved to accept the minutes of July 9, 2013. Trustee Block seconded. Motion carried.

Administrative Librarian's Report:

Maintenance: The new signage installation is nearly complete. There is still some patching/painting to finish. Patrons seem to have an easier time finding the elevator now.

The final phase of the roofing project began this week.

Some sidewalk/curb work will also be done this month.

Personnel: Kathe Stoepel, our new graphic artist, is doing well.

Amy Begoun has starting learning her new job in technical services.

Ling Lee tendered her resignation.

Tori Sergel, Head of Adult Circulation, will serve as the chair of the ILL work group at CCS this year.

Marcos Levy returned to work on August 1.

Services: A scanner and color printer have been installed for patron use in the reference room. Quite a few patrons have used it already and they are pleased.

Participation at the farmer's market has been very good. We've had many visits. Prizes and gifts are a big draw.

The children's summer reading program had 2,782 attendees to 41 programs. Their 37 trained volunteers provided 659 hours of service.

Lake Forest Reads: Ragdale begins September 19 with a Judy Levin book discussion of *The Street of a Thousand Blossoms*. A full schedule of events is available at: <http://bit.ly/lfreads>.

Magazines continue to cease publication—we've lost 27 subscriptions so far this year. But, we have added 5 new subscriptions.

Miscellaneous: We've installed a new postage meter—the old meter was no longer repairable.

May and June statistics were distributed.

Book sale bookmarks and volunteer signup cards were distributed. Volunteers can also sign up for work times on the internet at: <http://vols.pt/1w9QXa> (the link is on the library's landing page and on the Friends 'Events' page).

The annual report was distributed.

Committee Reports:

Services: No report.

Long Range Planning: No report.

Finance: Trustee Gibson pointed out that taxes are collected in June and so the report shows 50% collected until the September taxes are reported. Books are at 24% because May and June are a high buying season. Building Maintenance is over budget due to the annual insurance payments. Capital is up due to the roofing deposit and the signage project.

RAILS: An update is due in September. There will be a delivery service trial at the

Burr Ridge site using a commercial delivery service. They are working to add continuing education options. There is no further news on the eBook grant.

Friends: They are being overloaded with donations. There are large military, new book, and nonfiction donations. They have about 600 boxes less than this time last year—some items are waiting to be boxed, but they are also focusing more on sections that sell (i.e. fewer psychology titles). There is a board meeting on Saturday.

Old Business: Discussed revisions to the Bylaws and Board Policies, including changing the annual report filing deadline from 30 days to 60 days, updating the fee and fine schedule to include this year's cost for a non-resident card, and adding no alcohol and smoking codes to the rules.

Trustee Napier moved to approve the recommended changes. Trustee Block seconded. Motion carried.

New Business: The next meeting will be on Tuesday, September 10, 2013.

New Youth Liaison, Miranda Dunne, introduced herself.

Opportunity for the public to address the Board: no one addressed the Board.

Trustee Gibson moved, and Trustee Block seconded, a motion to adjourn. Motion carried.

There being no further business, the meeting was adjourned at 8:01 p.m.

Respectfully submitted,

Robert Napier
Secretary Pro Tem

LAKE FOREST LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, September 10, 2013

MINUTES

Present: President Dettling; Trustees Casper, Champ, Gibson, Marcusson, Napier, and Westropp; Youth Liaison, Miranda Dunne; Administrative Librarian Grabbe; and Administrative Assistant Grasmick.

Absent: Trustees Block and Bryant.

President Dettling called the meeting to order at 7:30 p.m.

There were no changes or corrections to the minutes of the August 13 meeting.

Trustee Gibson moved to accept the minutes of August 13, 2013. Trustee Champ seconded. Motion carried.

Administrative Librarian's Report:

Maintenance: The roof restoration project has been completed.

Sidewalk and curbing repairs, including new ADA transitional surfacing for the handicap accessible spaces, have been completed.

Personnel: Christine Axelson has been hired to fill the clerical assistant position in the business office. She will start on September 16th.

Services: Lake Forest Reads: Ragdale begins September 19th with a Judy Levin book discussion. Trustees are invited to attend the author presentation at the library on September 30th at 6:00 p.m. and the author reception at Ragdale on October 1st at 5:00 p.m.

Summer reading has finished. 954 signed up for the children's program and 454 finished. 224 signed up for the teen program and 100 finished.

Forest & Bluff magazine had an article about the Lake Forest Reads: Ragdale program. A copy of the article was distributed.

There will also be an article on the library in an upcoming issue of Sheridan Road magazine.

Miscellaneous: The July 2013 Year-to-Date report was distributed.

The July statistics were distributed.

Committee Reports:

Services: No report.

The Illinois concealed carry law contains an exclusion for libraries. It is not clear if we need to post a sign. The City will keep us informed.

Long Range Planning: No report.

Finance: No report. October is the month when work on the levy usually begins. The committee will meet at 6:30 p.m. on October 8, 2013.

Trustee Gibson stated that we are 25% into FY14. Building Maintenance is over budget due to annual insurance premiums as well as exterior maintenance and landscaping which are done in the warmer months. Capital is over budget due to the roofing and signage projects.

An insurance coverage review page was distributed. Coverage was effective May 1st. Next spring the finance committee may want to consider some options such as a higher deductible and/or higher umbrella coverage.

Medical, Dental, and Life Insurance costs were down from last year.

RAILS: Mrs. Grabbe attended an update last week at the Wheeling location. The eBook grant was discussed—it will be fee-based on a combination of location and materials budget. Two trainers will be hired to facilitate training at smaller libraries.

Strategic planning is underway. Members list delivery services as most important, but are also interested in continuing education and consulting services. The final payment was received from the state, so they are fully funded for FY13.

Friends: The book sale is this week. They have more books than ever. Most are at the Rec Center already. All trustees are invited to the reception from 5:00 p.m. to 7:00 p.m. on Wednesday. The presale will begin at 9:00 a.m. on Thursday.

Old Business: None.

New Business: The next meeting will be on Tuesday, October 8, 2013.

Opportunity for the public to address the Board: no one addressed the board.

Trustee Napier moved, and Trustee Gibson seconded, a motion to adjourn.
Motion carried.

There being no further business, the meeting was adjourned at 7:58 p.m.

Respectfully submitted,

Maria Westropp
Secretary

LAKE FOREST LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, October 8, 2013

MINUTES

Present: President Dettling; Trustees Block, Casper, Champ, Gibson, and Westropp; Youth Liaison, Miranda Dunne; Administrative Librarian Grabbe; and Administrative Assistant Grasmick.

Absent: Trustees Bryant, Marcusson, and Napier.

President Dettling called the meeting to order at 7:30 p.m.

There were no changes or corrections to the minutes of the September 10 meeting.

Trustee Gibson moved to approve the minutes of September 10, 2013. Trustee Champ seconded. Motion carried.

Administrative Librarian's Report:

Services: Media Lab planning is moving along. A portion of the expected cost was added to the Friends Wish List and we also hope to use the Buchanan Family donation for additional funding. Work is expected to be completed early next year.

The Adult Services department worked with Lake Forest College on a scavenger hunt designed to familiarize new students with our library.

We had 102 attendees for the Gail Tsukiyama presentation. The reception at Ragdale was lovely and there are still more programs to come.

On November 6th we are sponsoring a LEAD program at Gorton featuring author Bruce Feiler. The talk will begin at 7:00 p.m.

Miscellaneous: The August 2013 Year-to-Date was distributed.

Mrs. Grabbe distributed a blog entry from the Library Love Fest blog. It was written by author Beth Ann Fennelly and tells of her childhood visits to Lake Forest Library. The post can be read at:

http://harperlibrary.typepad.com/my_weblog/2013/09/guest-blogger-beth-

[ann-fennelly.html](#)

Committee Reports:

Services: No report.

Long Range Plan: No report.

Finance: The committee met tonight to discuss the FY15 levy.

Materials will be in the next board packet for a discussion and vote at the November board meeting.

The committee also plans to meet in November to discuss long-term financial obligations such as proposed changes to meet ADA audit recommendations.

Trustee Gibson stated that the Per Capita Grant funds have been received and are reflected in non-tax based revenue. Building maintenance is currently over budget due to exterior maintenance and landscape work that is done in warmer months.

RAILS: Mrs. Grabbe attended the latest informational meeting. eRead Illinois is the name of the E-Books for Illinois project. CCS invited Baker & Taylor and RAILS representatives to one of their meetings. Our cost of participation will be approximately \$3,125.00. Library's materials budgets were used as the primary cost basis. Bigger libraries with bigger materials budgets will pay more than smaller libraries with smaller budgets. A total materials budget of \$400,000 divided by all participating libraries would give us access to about 16 titles. A better use of the \$3,000.00 would be to purchase additional titles for our OverDrive Advantage Program.

Friends: The sale grossed \$124,000 this year. About 400 people have purchased Friends memberships. A "members only" event is being considered for January.

Old Business: None.

New Business: The next Board meeting will be Tuesday, November 12, 2013.

Articles featuring the library appeared in recent issues of North Shore Weekend Magazine and Sheridan Road Magazine.

Opportunity for the public to address the Board: No one addressed the Board.

Trustee Gibson moved and Trustee Block seconded a motion to adjourn.
Motion carried.

There being no further business, the meeting was adjourned at 7:53 p.m.

Respectfully submitted,

Maria Westropp,
Secretary

LAKE FOREST LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, November 12, 2013

MINUTES

Present: Trustees Block, Casper, Champ, Gibson, Marcusson, and Napier; Youth Liaison, Miranda Dunne; Administrative Librarian Grabbe; and Administrative Assistant Grasmick.

Absent: President Dettling; Trustees Bryant and Westropp.

Vice-President Champ called the meeting to order at 7:36 p.m.

In the absence of Secretary Westropp, Trustee Gibson volunteered to serve as Secretary Pro Tem.

There were no changes or corrections to the minutes of the October 8 meeting.

Trustee Gibson moved to accept the minutes of October 8, 2013. Trustee Marcusson seconded. Motion carried.

Administrative Librarian's Report:

Maintenance: The flag lights are out due to water infiltration. They are under warranty and replacement parts should arrive in 5-6 weeks.

The Garden Room collection has been moved in preparation for the media lab project. Signs have been put up instructing patrons where to find relocated items. The double-sided cabinet was donated to the pro shop at the golf course. Dewberry anticipated a November start and a late January finish, but that will likely be pushed to a later start/finish.

Services: The City has been giving seminars on changes to our medical plan due to the Affordable Care Act. A third plan option has been added that is targeted to early retirees. Other changes are minimal so far, with only small cost increases.

Information was passed concerning the recent challenge to Orland Park Library's internet filtering policy. Mrs. Grabbe gave a brief history of our

filtering process and our internet access policy. There were no questions.

Miscellaneous: The state-approved sign for banning concealed carry was displayed to board members. The sign will be posted at the library vestibule entrance.

Committee Reports:

Services: No report.

Long Range Plan: No report.

Finance: The committee met prior to tonight's board meeting. The committee looked at the library's long-range financial obligations—primarily the ADA compliance recommendations. Increased reserves were also discussed. Reserves have been building in anticipation of little to no growth and substantial ADA compliance costs. Long-range plan items will dovetail with the ADA compliance plan. When all the numbers are compiled, they will be shared with the board.

Capital expenses are a bit high thus far due to roofing work and the signage project.

RAILS: No new news. Staff have decided not to participate in the eRead Illinois program. We can make better use of our funds by buying more Advantage titles for MyMediaMall. There is a December meeting in Vernon Hills that Mrs. Grabbe plans to attend.

Friends: The Wish List has been approved: \$100,000 for the media lab; \$45,000 for programming; and \$5,000 for student awards.

Our Forest Writers' Group, led by Mary Driver-Thiel, is one of the programs funded by the Friends. Mrs. Driver-Thiel recently published her first novel, *World Undone*. RAILS is promoting the *Soon to be Famous Illinois Author* project and is looking for unknown self-published authors. Mrs. Grabbe approached Mrs. Driver-Thiel about submitting an application and she agreed. The application was submitted and Mrs. Grabbe was asked to give a quote about the nomination in an upcoming RAILS newsletter. Mrs. Driver-Thiel is also a finalist for *Chicago Writers Association Book of the Year*.

A program is scheduled for members only (497 at the last count) on January 13th. This will be the first time a program is limited to members.

Old Business: The FY15 levy was discussed. The latest numbers from the City calculate a levy increase of 1.97% for the library.

The Finance Committee recommends approval.

Trustee Marcusson moved to approve a levy increase of 1.97% for FY2015. Trustee Napier seconded. Motion carried.

New Business: There was a discussion concerning whether or not to hold a December meeting. The board decided to cancel the December meeting.

The next Board meeting will be Tuesday, January 14, 2014.

Holiday gifts from Lambs Farm were distributed to trustees.

Opportunity for the public to address the Board: No one addressed the Board.

Trustee Gibson moved and Trustee Marcusson seconded a motion to adjourn. Motion carried.

There being no further business, the meeting was adjourned at 8:09 p.m.

Respectfully submitted,

Janet Gibson
Secretary Pro Tem