

LAKE FOREST LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, January 12, 2016

MINUTES

Present: President Champ; Trustees Casper, Darling, Levitsky, Puch, Rose, and Travers; Administrative Librarian Grabbe; and Administrative Assistant Grasmick.

Absent: Trustees Bryant and Napier; Youth Liaison, Akira Sanders.

President Champ called the meeting to order at 7:28 p.m.

There were no changes or corrections to the minutes of the November 10 meeting. Trustee Rose moved to accept the minutes of November 10, 2015. Trustee Levitsky seconded. Motion carried.

Administrative Librarian's Report:

Maintenance: Outside lighting is slowly being replaced with LEDs. We may eventually receive rebates from the state.

Personnel: Wendy Davis retired as Manager of Adult Services after 15 years with the library on January 8th.

Liz Poppenhouse has been hired to fill the vacancy. She is coming from Winnetka library and will begin work on January 18th.

Services: PC Reservation is now being used to automatically shut down patron computers five minutes before closing.

Our vend card system for printing/copying has been replaced with coin/cash towers.

Media Lab staff are creating videos on the many ways patrons are using media lab services.

The Children's Library has created a "DIY book clubs for kids" program. They will promote the program through our newsletter and social media.

Miscellaneous: October statistics were distributed.

October and November YTD financials were distributed.

A revised Fee and Fine Schedule was distributed to reflect a drop in the cost of a non-resident fee card.

A copy of the submitted Per Capita Grant Application was distributed.

The library received donations of \$15,000 from the Buchanan Family Foundation and \$2,000 from the Dick Family Foundation.

The library is participating in the LFLBartsLink program. They are creating a community calendar and resource sharing on the Lake Forest Lake Bluff Chamber of Commerce web site.

Committee Reports:

Services: No report.

Long Range Plan: No report.

Finance: A meeting needs to be set to discuss the FY17 budget. A meeting was tentatively set for 6:30 p.m. on 2/9/16. Mrs. Grabbe will confirm this date/time with absent committee members.

RAILS: The ILA Legislative Breakfast is Monday, 2/15/16, President's Day, at the Arboretum Club on Route 22 and Buffalo Grove Road. It starts at 7:45 am and is over by 10:30 am. Trustee Levitsky will attend. Other board members were asked to notify Mrs. Grabbe if interested in attending.

Friends: Lots of donations continue to arrive. The Friends have developed a relationship with Bernie's books. Books donated to Bernie's that they do not use—YA books and other non-children's donations—will be picked up by the Friends.

A donation of \$250,000 was given to the Friends from the estate of Allison Dean Walker.

Old Business: Lynn Elam Consulting currently has 22 candidates in their interview pool. They will bring 8 to 10 of those candidate applications to the 7:00 p.m. February 11th Board Executive Session Meeting. Candidates will be selected at

that meeting for interviews at Board Executive Session Meetings at 5:00 p.m. on March 2nd and March 3rd.

The Tutor Policy was discussed.

Trustee Levitsky moved to approve the Trustee Policy. Trustee Puch seconded. Motion carried.

New Business: The next Board meeting will be Tuesday, February 9, 2016.

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

Trustee Puch moved and Trustee Rose seconded a motion to adjourn. Motion carried.

There being no further business, the meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Todd Puch, Secretary

LAKE FOREST LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, February 9, 2016

MINUTES

Present: President Champ; Trustees Casper, Darling, Levitsky, Napier, Puch, Rose, and Travers; Youth Liaison Sanders; Administrative Librarian Grabbe

Absent: Trustee Bryant and Administrative Assistant Grasmick

President Champ called the meeting to order at 7:29 p.m.

There were no changes or corrections to the minutes of the January 12 meeting. Trustee Levitsky moved to accept the minutes of January 12, 2015. Trustee Travers seconded. Motion carried.

Administrative Librarian's Report:

Maintenance: The lease on the library's computers is being shopped for renewal.

We will remain with Windows 7 for the time being, and move to Windows 10 at some future date.

Miscellaneous: In cooperation with Ragdale, Lake Forest Reads: Ragdale will continue for two more years.

This year is the 400th anniversary of Shakespeare's First Folio. Various displays and activities are planned.

Summer children's programs are set for this year.

Committee Reports:

Services: No report.

Long Range Plan: No report.

Finance: The Finance Committee met prior to the general meeting, and resolved to recommend approval of the budget for 2016.

The City has sent an email regarding bidding of the city audit. The audit is to be done by Baker Tilly.

Trustee Napier noted that the Long Range Plan contains 2017, and suggested realigning the dates in the plan to begin with 2018. Administrative Librarian Grabbe suggested that the new incoming director would probably wish to review and consider a new Long Range Plan in any case.

RAILS: The ILA Legislative Breakfast is Monday, 2/15/16, President's Day, at the Arboretum Club on Route 22 and Buffalo Grove Road. It starts at 7:45 am and is over by 10:30 am. Trustee Levitsky will attend. Other board members were asked to notify Mrs. Grabbe if interested in attending.

Friends: Trustee Champ noted that Citadel Theater is using the Friends' books as props in their current production, and that members of the Friends would receive a discount on admission.

The Friends has new officers and members.

The \$250,000 donation from the estate of Allison Dean Walker has been officially accepted by the Friends.

Old Business: Administrative Librarian Search: There will be a meeting on February 11 at 7pm to review candidates and select those to be interviewed.

Trustee Rose questioned the administrative experience of the pool of candidates so far presented, and questioned whether there was a larger pool of candidates with more experience. Trustee Travers agreed that it might be useful to query our search firm as to this issue. Administrative Librarian Grabbe agreed to so confer with Lynn Elam Consulting.

Trustee Levitsky added that while he agreed, he would place a certain degree of weight on the opinion of the search firm as to the strongest candidates.

The schedule for the coming interview process was recapped.

New Business: The next Board meeting will be Tuesday, March 8, 2016.

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

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

There being no further business, the meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Todd Puch, Secretary

**LAKE FOREST LIBRARY
BOARD OF TRUSTEES MEETING**

**February 11, 2016
Thursday
7:00 PM Library Conference Room**

AGENDA

Call to Order:

Executive Session: Pursuant to 5 ILCS 120 the Open Meetings Act for the consideration of: the appointment, employment, compensation ... of specific employees of the public body...

Review candidate applications and make selection for interviews for position of Library Director.

**LAKE FOREST LIBRARY
BOARD OF TRUSTEES MEETING**

March 2, 2016
5 pm Library Conference Room

AGENDA

Call to Order:

Executive Session: Pursuant to 5 ILCS 120 the Open Meetings Act for the consideration of:
the appointment, employment, compensation...of specific employees of the public body...

Interview candidates for position of Library Director.

**LAKE FOREST LIBRARY
BOARD OF TRUSTEES MEETING**

March 3, 2016
5 pm Library Conference Room

AGENDA

Call to Order:

Executive Session: Pursuant to 5 ILCS 120 the Open Meetings Act for the consideration of:
the appointment, employment, compensation...of specific employees of the public body...

Interview candidates for position of Library Director.

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
MEETING**

Tuesday, March 8, 2016

MINUTES

Present: President Champ; Trustees Casper, Darling, Levitsky, Puch, and Rose; Youth Liaison, Akira Sanders; Administrative Librarian Grabbe; and Administrative Assistant Grasmick.

Absent: Trustees Bryant, Napier, and Travers.

President Champ called the meeting to order at 7:32 p.m.

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

Trustee Darling moved to accept the minutes of February 9, 2016. Trustee Rose seconded. Motion carried.

Administrative Librarian's Report:

Maintenance: Stairwell carpet has been replaced and ADA transition material was added.

Services: Our Blind Date with a Book event was popular. 100 people entered and 60 finished.

In collaboration with Banner Day Camp, the Children's library hosted two "yoga for preschoolers" programs. We had 26 attendees at one program and 29 at the other.

Our DVD circulation has dropped due to video streaming services. As a result, checkout limits have been removed on fiction DVDs.

The Lake Forest Reads: Ragdale selection for this year is *Fates and Furies* by Lauren Groff.

Miscellaneous: January 2016 YTD financial report was distributed

December 2015 statistics were distributed.

A copy of the new computer equipment quotation was distributed. CIT Bank, N.A. will once again hold the 3-year lease for the equipment. Cost of the lease is down approximately 7% from the previous lease. The board unanimously agreed to proceed with the project.

Committee Reports:

Services: No report.

Long Range Planning: No report.

Finance: The committee met prior to the February 9 board meeting to discuss the FY2017 budget. The budget was discussed.

Trustee Levitsky asked why salaries rose more than the 2.5% budgeted. Longevity pay and annual awards accounted for the difference.

Trustee Levitsky asked if reserves being down for 2017 should lead to budget adjustments to correct lower reserves at some point in the future. Mrs. Grabbe stated that the long range financial plan that was revised last year will help in planning down the road. Some additional options exist, but they would require City Council approval.

The committee recommends approval.

RAILS: Trustee Levitsky and Mrs. Grabbe attended the Legislative Breakfast. Nine representatives were in attendance. More pessimism was expressed this year due to the lack of a state budget. A summary of the meeting was included in the board packet. Senator Julie Morrison recognized Mrs. Grabbe for her years of library service. Mrs. Grabbe has attended every Legislative Breakfast.

Friends: 100 boxes of books were donated to the Citadel Theatre for a recent production.

Old Business: The final library director candidate interview is scheduled for 6:00 p.m. on Monday, March 14.

New Business: The Finance Committee recommends approval of the proposed FY2017 budget.

Trustee Levitsky moved to approve the FY2017 budget. Trustee Darling seconded. Motion unanimously carried.

The next Board meeting will be on Tuesday, April 12, 2016.

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

Trustee Puch moved that the meeting be adjourned. Trustee Casper seconded. Motion carried.

There being no further business, the meeting was adjourned at 8:06 p.m.

Respectfully submitted,

Todd Puch
Secretary

**LAKE FOREST LIBRARY
BOARD OF TRUSTEES MEETING**

March 14, 2016
6 pm Library Conference Room

AGENDA

Call to Order:

Executive Session: Pursuant to 5 ILCS 120 the Open Meetings Act for the consideration of:
the appointment, employment, compensation...of specific employees of the public body...

Interview candidates for position of Library Director.

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
MEETING**

Tuesday, April 12, 2016

MINUTES

Present: President Champ, Trustees Casper, Darling, Napier, Puch, Rose, and Travers; Youth Liaison, Akira Sanders; Administrative Librarian Grabbe and Administrative Assistant Grasmick.

Absent: Trustees Bryant and Levitsky.

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

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

Trustee Darling moved to accept the minutes of March 8, 2016. Trustee Casper seconded. Motion carried.

Administrative Librarian's Report:

Maintenance: Interior lights are gradually being changed over to LED versions. Exterior lights will be next.

Equipment: New computers are starting to be delivered.

Personnel: Wendy Davis has returned to work part-time. She will be updating and adding to the Lake Forest Library collection of the Illinois Digital Archives web site (<http://www.idaillinois.org/>).

Services: The library was closed on Friday, April 1 for a staff in-service day. The Ryerson and Burnham libraries, including the archival collections, of The Art Institute of Chicago were visited. It was a fascinating day.

Miscellaneous: The City of Lake Forest Boards and Commissions Recognition Dinner will be held Friday, April 29th, at the Lake Forest Club. Trustees interested in attending should notify Mrs. Grabbe by April 22.

January and February statistics were distributed.

February YTD financials were distributed.

A cover sheet for the FY2017 budget was distributed.

Minutes for the March 14 Executive Session were distributed.

This is Akira Sanders' last meeting. Mrs. Grabbe thanked him for his service and presented him with a gift. The new youth liaison will be Jayne Mai.

Tonight is Mrs. Grabbe's last meeting. She thanked the board for all the wonderful years she's had with the library. In appreciation, Mrs. Grabbe donated an original watercolor by Franklin McMahan titled *Reading of the Declaration of Independence, Constitution of the United States and the Bill of Rights* to the library. It is hanging on the west wall of the front lobby.

Committee Reports:

Services: No report.

Long Range Planning: No report.

Finance: No Report.

We received notice that the 2016 Per Capita Grant has been awarded in the amount of \$14,935.22. We have not yet received funds for the awarded 2015 grant.

RAILS: Mrs. Grabbe attended a meeting at Vernon Hills. They are working on a draft document for their proposed certification process. One suggested requirement would be for attending 6 continuing education programs per year, per trustee. This is not realistic and much modification will be needed. There is no drawback to low certification.

Friends: The Cookbook, Gardening, and Paperback sale is this weekend.

Barbara Rinella will perform in the Gorton auditorium on April 25th.

Old Business: The press release announcing the new administrative librarian was reviewed. It will go out tomorrow and the new director will begin work on May 16, 2016.

New Business: The nominating committee of President Champ and Trustees Casper and Napier will meet to determine the slate of Board Officers for the 2017 term. All nominating committee members are ending their terms.

Mrs. Grabbe hopes to have the names our new trustees sometime next week. Since the new director will begin working after the scheduled May meeting, the board discussed whether or not to hold the meeting. Trustees decided to cancel the meeting.

The next Board meeting will be on Tuesday, June 14, 2016.

Mrs. Grabbe stated that this has been a great job and a true pleasure. The Board thanked her for all her years of service and wished her a terrific retirement. An open house to say farewell will be held from 1:00 p.m. to 3:00 p.m. on Saturday April 30th at the library.

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

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

There being no further business, the meeting was adjourned at 8:20 p.m.

Respectfully submitted,



Todd Puch
Secretary

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
MEETING**

Tuesday, June 14, 2016

MINUTES

Present: President Champ; Trustees Casper, Darling, Levitsky, Puch, Rose, and Travers; Youth Liaison, Jayne Mai; Administrative Librarian Lemmer; Administrative Assistant Grasmick.

Absent: Trustees Bryant and Napier.

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

A welcome was extended to our new youth liaison, Jayne Mai.

There were no changes or corrections to the minutes of the April 12 meeting.

President Champ moved to accept the minutes of April 12, 2016. Trustee Rose seconded. Motion carried.

Librarian's Report:

Maintenance: Ms. Lemmer walked the building/grounds with Marcos Levy to see where routine maintenance is needed. A list will be put together of items needing attention. Carpet is quite worn in some areas.

NRI Roof Care Inc. rodded out roof drains and performed an inspection. They give our flat roof 5 to 7 years of life.

Equipment: Computer View installed our new leased patron and staff computers and all has gone quite well. Our phone system went down twice recently for short periods; the reason for the downtime is being investigated.

Personnel: Ms. Lemmer stated that the library staff is amazing and the community is lucky to have such a good team. The next staff in-service will be a half-day devoted to brainstorming changes in library services.

Services: We will be adding Lynda.com soon. It is a training site that offers thousands of courses in Business, Creative, and Technology areas. Our subscription allows for 10 simultaneous users.

The summer reading programs up and running. 633 kids, 120 teens, and 172 adults have already signed up. Free books, sponsored by The Friends of Lake Forest Library, are leaving the library, beach cart, and train stations rapidly.

190 people attended the children's science program and all available tickets were given out for today's animal program.

Both adult services and the children's department are discussing adding some marquee programs in the fall.

The first Fresh Air Market is this weekend and the library will participate once again. Ms. Lemmer will stop in on occasion.

Our web site had some data lost due to corruption after a major software update. Ms. Lemmer would like to investigate moving control back in-house and refreshing the site.

Miscellaneous: The March and April YTD were distributed. We are waiting for final numbers from the City for FY2016 year end.

March and April statistics were distributed.

Ms. Lemmer will conduct a benchmark survey of area library spending over the next few months.

The library received a \$1,000 donation from the Reed Family foundation.

We had 48 donors in 2016 and 8 of those gave over \$1,000.

The Chicago Botanic Garden sent a thank you for our donation of 142 gardening books to their Lenhardt Library.

Bill Kurtis used the library director's office to interview Captain James Lovell on June 2nd.

Travelers Insurance conducted our Workers' Compensation audit on May 31st. No issues were noted.

Mark Burton, a patron banned in 2011, contacted Ms. Lemmer and asked to have his ban reversed. After speaking with staff, reading the reports concerning Mr. Burton, and having two telephone conversations with him, Ms. Lemmer informed Mr. Burton that the ban will stand.

Committee Reports:

Services: No report.

Long Range Planning: No report.

Finance: No report.

RAILS: Ms. Lemmer attended the member's meeting on June 9th. They are continuing work on membership standards and continuing education. Oak Park Library has hired a fulltime social worker to replace their outside security service.

CCS: Chris Holly, director of CCS (our computer cooperative), would like to visit all member library boards. He will be invited to the September meeting. CCS is investigating options for a possible migration to a new library software platform in the next 2 years.

Friends: The Children's Book Sale grossed about \$8,500 this year. Members of a Harry Potter-themed wedding bought many Harry Potter books. This was the first year the sale included young adult books. They didn't sell well, but perhaps a redesign of their display would help.

Old Business: None

New Business: The nominating committee presented the following slate of officers for FY16/17:

President	Lynn Casper
Vice President	Todd Puch
Treasurer	Carrie Travers
Secretary	Ron Levitsky

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

The proposed board committee list was distributed.

The non-resident fee card program was discussed. The FY17 cost of a non-resident family card is \$526.00 per year.

Trustee Puch moved to approve the \$526.00 cost for a non-resident family card. Trustee Casper seconded. Motion carried.

The FY16/17 Board Meeting and Holiday schedules were reviewed.

Trustee Darling moved to accept the FY16/17 Board Meeting schedule. Trustee Travers seconded. Motion carried.

Trustee Levitsky moved to accept the FY16/17 Holiday schedule. Trustee Puch seconded. Motion carried.

The Illinois Public Library Annual Report was discussed and a draft copy distributed. The report is due to the state library by June 30th. We will hold submission until June 25th for trustee comments and/or questions.

Mrs. Grabbe was recognized by the Illinois Senate and the Mayor of Lake Forest for her 28 years of service as director of Lake Forest Library.

Ms. Lemmer thanked retiring board members Champ and Napier for their years of service. President Champ expressed her thanks to Ms. Lemmer and the board.

The next meeting will be Tuesday, July 12, 2016.

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

Trustee Puch moved and Trustee Levitsky seconded a motion to adjourn. Motion carried.

There being no further business, the meeting was adjourned at 8:07 p.m.

Respectfully submitted,



Todd Puch
Secretary

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
MEETING**

Tuesday, July 12, 2016

MINUTES

Present: Vice President Casper; Trustees Arnson, Darling, Grob, Levitsky, Rose, and Travers; Youth Liaison, Jayne Mai; Administrative Librarian Lemmer; and Administrative Assistant Grasmick.

Absent: Trustees Parsons and Puch.

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

Ms. Lemmer welcomed new trustees Arnson and Grob.

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

Trustee Travers moved to accept the minutes of June 14, 2016. Trustee Darling seconded. Motion carried.

Administrative Librarian's Report:

Updated trustee contact information was distributed.

Financial: The FY2016 Per Capita Grant payment of \$14,935.22 has been received. That is about \$10,000 less than the FY2015 grant. The library will apply for the FY2017 grant.

In order to comply with Illinois State Library Law, the library was required to increase its fiduciary bond coverage from \$1 million to \$2 million. The law requires that the bond be equivalent to 50% of the annual operating budget. This will increase the cost of the coverage by approximately \$500.

Services: The fall adult book discussion flyer was distributed.

A Lake Forest Reads: Ragdale web site, <http://www.lakeforestreadsragdale.org>, has been created by Liz Poppenhouse of Adult Services. Patrons can use the site to register for events and find additional information. The Friends donated \$10,000 to support this program.

Adult Services staff will have a roundtable meeting tomorrow to discuss new programming ideas for the fall.

The 2015 Postcard Art Competition & Exhibition is currently on display in the fine arts room.

The library received a compliment from a patron about the services provided to him by Liz Poppenhouse.

The \$1,000 Reed Foundation gift will be used for purchase of a new product line for the Children's Library. 10 Playaway launchpads (pre-loaded learning tablets) will be purchased. If patron comments and circulation statistics are positive, we will likely add a request to purchase more to the Friends Wish List. Playaway self-contained audiobooks have been part of our collection for a number of years, but use is dropping off.

The summer reading program is going gangbusters. Two evening children's programs were added this year and attendance was high. Attendance for Saturday morning programs is also good. Those programs will continue next year. The Children's Department will meet at the end of summer to brainstorm programming ideas for the rest of the year.

The fall library newsletter is being prepared. We are looking to reformat the newsletter to better highlight library programming.

Lake Forest College has nine residence hall staff. Ms. Lemmer worked with Stacy Oliver-Sikorski, Associate Director of Residence Life, to give those staff members access to library cards. Two have already applied for cards.

Maintenance: The library received a quote from Don Fiore for landscaping services. Ms. Lemmer is meeting with them on July 20 to discuss the current contract and a proposal for additional services. A copy of the proposal and a spreadsheet showing the last 3 years of landscaping expenses were distributed.

Trustee Levitsky asked when we last bid out landscaping services. Ms. Lemmer did not know. She asked the board if they thought using a local company was important. Trustee Travers suggested asking the City for suggestions. Trustees Rose and Travers stated that they had recently gone through a similar process and both thought library costs were comparable to other company's pricing for similar size properties.

Equipment: Our phones were down for two days due to a control unit failure. A backup power system was purchased to protect against power fluctuations.

Personnel: Noah Murphy has resigned his position in the media lab. The job opening has been posted. Doug and Erik will help cover hours until a replacement is hired.

Liz Poppenhouse attended the ALA Conference and returned with programming ideas and product information.

Miscellaneous: The Lake Forest City Plan Commission is meeting tomorrow to discuss the Historical Society property. Ms. Lemmer will attend. The library has no interest in purchasing the property, but is concerned about losing the 12-14 spaces used for overflow parking. Ms. Lemmer is also checking on the possibility of having a crosswalk sign installed in the Deerpath crosswalk in front of the library.

The library received a \$45 donation from Andrew Olson, a second-grader. He made and sold paper airplanes to raise the money.

Ms. Lemmer will attend the Lake Bluff/Lake Forest Mayor's Luncheon tomorrow.

The library annual report was distributed.

The May 2017 YTD Financial Report was distributed.

The May 2017 Statistics were distributed.

Committee Reports:

Services: No report.

Long Range Planning: No report.

Finance: No report.

RAILS: No report.

CCS: The Executive Director, Christopher Holly, has resigned to take another position. CCS will begin a search for a new director. Ms. Lemmer will remain on the Strategic Planning Committee. The committee just finalized a three-year plan which will go out to the membership for approval soon.

Friends: At the June 18 board meeting, the July 4th parade and the book sale were discussed. The three scholarship winners were announced. Ms. Lemmer approached the Friends with an idea concerning the sale of Young Adult books. She proposed seeking a young entrepreneurs group or class at the high school to take on YA book sales. The students could then direct the use of the funds raised. Ways to better promote and select YA items for sale were also discussed.

Old Business: The proposed slate of officers was discussed. The slate of officers for FY16/17 is:

President	Lynn Casper
Vice President	Todd Puch
Treasurer	Carrie Travers
Secretary	Ron Levitsky

Trustee Arnson moved to elect the submitted slate of officers. Trustee Levitsky seconded. Motion unanimously carried.

Board committee appointments for FY16/17 were announced.

New Business: Trustee Rose proposed that we do a benchmark comparison of our library compared to other libraries as part of the Long Range Plan. Topics for consideration could include: determining which metrics are important; strengths and weaknesses; and changes in community needs (such as tutors). Focus groups of community members and stakeholders might contribute to this process. Trustee Levitsky suggested waiting for several months before beginning this process to allow Ms. Lemmer to settle into her new position as Library Director. President Casper stated that this process should begin with the Long Range Planning Committee. Trustee Rose will be added to the Long Range Planning Committee. Trustee Arnson suggested that trustees could also do informal questioning and investigating in the community and area libraries. Ms. Lemmer agreed that we should be thinking about benchmarks and whether we are providing desired services. Having a vocal community is an asset. Youth Liaison Mai said that students use the library primarily for tutoring. Ms. Lemmer mentioned that we also offer a live tutoring service available from our website.

The next meeting will be Tuesday, August 9, 2016.

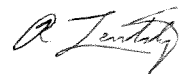
Opportunity for the public to address the Board: no one addressed the Board.

Trustee Levitsky moved that the meeting be adjourned; Trustee Travers seconded. Motion carried.

There being no further business, the meeting was adjourned at 8:16 p.m.

Respectfully submitted,

Ron Levitsky
Secretary



LAKE FOREST LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, August 9, 2016

MINUTES

Present: President Casper; Trustees Arnson, Grob, Levitsky, Puch, and Travers; Youth Liaison Jayne Mai; Administrative Librarian Lemmer; and Administrative Assistant Grasmick.

Absent: Trustees Darling, Parsons, and Rose.

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

There were no changes or correction to the minutes of the July 12 meeting.

Trustee Travers moved to accept the minutes of July 12, 2016. Trustee Grob seconded. Motion carried.

Administrative Librarian's Report:

Financial: We are still waiting for the final audit from the City. June YTD is on track except for Children's purchases of new Launchpad devices. They are secure, preloaded tablets for children and keeping them on the shelf has been a challenge as they are in high demand. Parent reviews have been positive. Updated appraisal information has been submitted to CBIZ Valuation Group LLC.

Services: We are generally a very busy place. A successful summer reading program just ended. The library received much good press—Big & Messy photos were featured in both local newspapers.

Bulletin boards in the lobby and entryway are being spiffed up. Staff picks of library materials are being displayed on the table in the rotunda.

We are adding book clubs for kindergarteners and first-graders in the fall.

Our newsletter update is progressing. The next issue will be in homes by mid-September and will include a perforated tear out providing at-a-glance lists of children's programming on one side and adult programming on the other.

The current art show displays the photographs of Lucille Adams. She is a regular user of the media lab.

We had increased program attendance this summer, helped by the addition of some evening programming.

We have begun taking preliminary steps to gather feedback about our programming and services. A 3-question survey is up on our website. We are also distributing program rating flyers and have placed a suggestion box in the lobby.

We are also beginning to gather patron email addresses for use in e-letter distribution. A link has been added to the website and the library card registration form has been revised.

Liz Poppenhouse attended ALA and spoke with vendors about book vending machines. In addition to the popular DVD2GO machine on the west side, we might want to consider adding a book vending machine. The Friends are looking for a big project to fund and this could be one possibility.

Trustee Puch asked how active our circulation is. Ms. Lemmer stated that typically 20% of a public library collection accounts for 80% of the circulation. We weed about 1,000 items and add about 1,000 items each month to keep the collection current.

Trustee Levitsky asked how book vending machines work. Ms. Lemmer explained that they would work similarly to the DVD2GO. The higher end machines also allow downloads and the ability to take payments.

Trustee Arnson suggested that we consider the book vending issue as part of our long range plan. And that we consider how to balance the needs of the community with keeping patrons coming to the library. Trustee Travers suggested the possibility of leasing for a trial period.

Our website is being reviewed with the goal of it becoming the lead marketing point for the library and being able to make updates in-house. Conversations with other library directors about recently redone websites suggest that pricing runs from \$8,000 to \$30,000. We are looking at ways to highlight our programs and services. WordPress is being considered for website creation.

Maintenance: The fire alarm tripped on July 23rd and the building was evacuated. A faulty sensor seems to have been the cause. We will monitor for possible replacement.

A list of needed repairs/replacements (with associated costs) was distributed.

The plumbing work and associated concrete replacement was discussed and will be revisited at the September meeting.

Carpet squares on the main level are looking quite worn. Carpet replacement discussion will be revisited at the September meeting.

Ms. Lemmer has notified Don Fiore Company that we will be seeking bids for landscaping services when our contract with them is up in November. She walked the property with them and reduced costs by about \$2,000.

Miscellaneous: June statistics were distributed.

The June FYTD Financial Report was distributed.

Ms. Lemmer reminded trustees that a gathering of 3 or more trustees discussing the library or library business outside of regularly scheduled board meetings is a violation of the Open Meetings Act.

Ms. Lemmer explained the library's relationship with the Friends. The library submits a wish list of items and the Friends decide which items they will fund. We pay for those items and services, then submit them for reimbursement. They also directly fund three \$2000 scholarships and art awards.

The Chamm'd Foundation is creating a Lake Forest leadership advisory group. It will bring together police, educators, public interest and others to meet monthly.

Ms. Lemmer has been invited to attend an informational meeting/interview later this month.

Committee Reports:

Services: No report.

Long Range Planning: No report.

Finance: No report.

RAILS: No report.

CCS: A search firm has been retained to hire a new executive director. They hope to fill the position by mid-November. A RFP consultant has been hired to keep the ILS (integrated library system) process on track.



Friends: Membership renewal letters have been mailed.

Old Business: Ms. Lemmer will attend the Lake Forest Plan Commission meeting tomorrow night. She wants them to know that losing library parking spaces is our main concern. There is also some concern about the appearance of the back of the library building to potential new residences. Trustee Arnson would also like clarification on the commission's desires for the library driveway and existing parking.

New Business: Trustee Levitsky reported that on July 15, it became legal for libraries to serve alcohol during educational or cultural events. Senate Bill 399 was signed into law by Governor Rauner after passing both houses of the Illinois General Assembly. It permits the sale of alcoholic beverages within any building owned by a library district if its board of trustees approves. Trustee Levitsky recommended that the Services Committee discuss and develop a policy for serving alcohol in the library. Ms. Lemmer will add this item to the Services Committee agenda.

Opportunity for the public to address the Board: Paul Hamann spoke and suggested that trustees contact their aldermen about the overflow parking issue and mention that new development in the city will increase the number of library visitors.

Trustee Levitsky moved, and Trustee Travers seconded, a motion to adjourn. Motion carried.

There being no further business, the meeting was adjourned at 8:28 p.m.

Respectfully submitted,



Ron Levitsky
Secretary

LAKE FOREST LIBRARY BOARD OF TRUSTEES
MEETING

Tuesday, September 13, 2016

MINUTES

Present: President Casper; Trustees Arnson, Darling, Grob, Levitsky, Parsons, Puch, Rose, and Travers; Administrative Librarian Lemmer; and Administrative Assistant Grasmick.

Absent: Youth Liaison, Jayne Mai.

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

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

Trustee Puch moved to accept the minutes of August 9, 2016. Trustee Travers seconded. Motion carried.

New trustee, Beth Parsons, was welcomed to the board.

Administrative Librarian's Report:

Financial: The July FYTD was distributed in the board packets. It was a quiet month and expenditures are on track. Sunday hours will be reflected in salaries in the September report.

Ms. Lemmer met with Elizabeth Holleb, Director of Finance and IT for the City, to discuss the upcoming levy and the TIF for the Laurel property. There will be no payments to the library until the residences are occupied. Another meeting will be scheduled to discuss how investments are managed.

We received a second Reed Foundation donation in the amount of \$500.

We are weeding heavily. A contract has been entered into with Better World Books to sell our discards. They supply boxes and free shipping, then we receive 20% of the sale price. 30 boxes have been sent as a test. Other library users of the service have had positive experiences.

Services: July statistics were distributed. Electronic resources numbers are lower because statistics for EBSCO were not accurate. We are still working on getting correct numbers.

DVD2GO usage is dropping and we are looking into how to increase use.

In preparation for fall and spring programming, meetings will be held across departments to coordinate marketing and services.

Three preliminary market checks are in place. A suggestion box has been placed in the lobby; program evaluation forms are available after every program; and a 3-question survey is posted on our website. In addition, the City survey contains 2 questions about library services and importance to the community.

Maintenance: The plumbing drain cleanout and repair was done without damage to the sidewalks.

The exterior lighting replacement project is being completed by Marcos.

Miscellaneous: Trustee Levitsky asked about the article distributed on teen spaces. Ms. Lemmer stated that it was an information piece for possible consideration for the Long Range Planning committee. Trustee Travers asked where teens fall in the collection. Teens have access to overlapping collections—from the children's library, the YA collection, and the adult collection. Materials are sometimes duplicated in all three areas.

Trustee Amson praised the look of the revamped newsletter, including the program pullout. Ms. Lemmer clarified that the newsletter is now funded fully by the library budget.

Committee Reports:

Services: No report.

Long Range Planning: No report.

Finance: No report.

RAILS: No report.

CCS: The director search continues and they hope to fill the position in 90 days. The RFP documents for the ILS search are being refined.

Friends: The annual sale meeting was held. Setup for the sale is going well. They voted to adopt an investment policy. 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: Ms. Lemmer is in close contact with Cathy Czerniak, Director of Community Development. Since the August Plan Commission, the Property & Public Land Committee and the full City Council, in Executive Session, have met. Strong support for the library was expressed at those meetings. That includes giving significant consideration to additional space to the library, including parking, green space, and improved traffic flow.

Trustee Rose asked about the role of the City in the process. Ms. Lemmer stated that the City property is less desirable for development than the developer's property. The Plan Commission must approve the project. The next meeting is to focus on high level issues such as entrances, traffic, etc.

Trustee Travers stated that the board needs to be realistic about the long-term needs of a land-locked library and should remind the City of the importance of the need for parking spaces. Trustees, as library stewards, along with taxpayers, should be very vocal about current parking already being at a premium. Particularly during programs, when staff and patrons, especially children and the elderly, are at risk when crossing busy Deerpath from the McKinley lot.

President Casper asked if trustees should try to attend tomorrow night's meeting. Trustee Travers thought it would be a good idea. Trustee Rose asked if the City has the authority to change the library's lot lines and parking spaces. The library is City property. Trustee Travers stated that having the Friends involved in advocating for the library might also be useful. Trustee Rose asked if there would be value in drafting an official board statement. Ms. Lemmer and President Casper will draft a statement. Both will attend the meeting and President Casper will read the statement on the board's behalf.

New Business: The state has not yet made the 2017 Per Capita Grant application available, so the issue is tabled for the next meeting.

A draft of the Social Media Policy (to replace the current Social Software Policy) was distributed and discussed. Suggested changes will be incorporated for discussion and vote at the October meeting.

The next meeting will be on Tuesday, October 11, 2016.

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

Trustee Levitsky moved, and Trustee Arnson seconded, a motion to adjourn.
Motion carried.

There being no further business, the meeting was adjourned at 8:33 p.m.

Respectfully submitted,

Ron Levitsky
Secretary



**LAKE FOREST LIBRARY BOARD OF TRUSTEES
MEETING**

Tuesday, October 11, 2016

MINUTES

Present: President Casper; Trustees Arnson, Darling, Grob, Parsons, Puch, Rose, and Travers; Administrative Librarian Lemmer; and Administrative Assistant Grasmick.

Absent: Trustee Levitsky; Youth Liaison, Jayne Mai.

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

In the absence of Secretary Levitsky, Trustee Darling volunteered to serve as Secretary Pro Tem.

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

Trustee Travers moved to approve the minutes of September 13, 2016. Trustee Parsons seconded. Motion carried.

Administrative Librarian's Report:

Financial: The FY2016 audit has been completed. Tax revenues were down, but increases in gifts, plus impact fees and Friends support, made up the difference. Some building projects were not undertaken in anticipation of FY2018 finances. Auditors treated the auto reimbursement line item as a fringe benefit rather than an operating cost. Next year it will revert back to being an operating cost.

August Year-to-Date is on track for materials and other expenses. Don Wickersheim has been out with health issues and there may be increased costs for maintenance replacement duties. Those costs may be able to be minimized by shifting duties.

Ms. Lemmer spoke with Elizabeth Holleb, Director of Finance at the City, about management of Library reserves and other accounts. Ms. Holleb stated that the Library's funds have been comingled and managed with City funds. The City is exploring new investment vehicles and the Library can choose whether or not to participate.

A third donation in the amount of \$1,000 was received from the Reed Foundation for a total of \$2,000 for the year.

At the end of the book sale cleanup, a hired worker stole 6 video games from the library. The cost of the materials was just over \$500.00. CCTV footage was given to the police and a police report was filed. A warrant has been issued for the individual. No further updates have been received.

Services: The August statistics show an increased use of digital services.

There is discussion in the MyMediaMall consortium about moving away from the OverDrive platform.

Reorganizing DVDs alphabetically and the addition of a cart showcasing new music CDs have made patrons happy.

Planning has begun for spring programming. Bi-weekly meetings across departments will be held to coordinate program offerings. An exam study program for teens, plus armchair travel, and a cookbook book discussion for adults are being considered.

The proposed 2016/2017 Friends Wish List was distributed. The focus is on programming and carpet replacement in the Children's library. A request for funds to purchase adult programming chairs that are stackable and include arms is also included.

Survey results from the online questionnaire and the cards in the lobby were distributed. The responses are being used to plan program and service offerings.

Maintenance: Marcos has completed the exterior lighting project.

Personnel: Steven Jacobs has been hired to fill one of the media lab positions available due to the resignations of Doug and Noah. A candidate for the second position will be interviewed this week.

Miscellaneous: Ms. Lemmer attended the Lake County Community Foundation's Annual Meeting and Grant Reception on September 15th. It was an opportunity to work on developing and deepening community relationships.

Committee Reports:

Services: No report. The committee (along with LRP and Finance) will meet at 7:00 p.m. on November 8.

Long Range Plan: No report. The committee (along with LRP and Finance) will meet at 7:00 p.m. on November 8.

Finance: No report. The committee will meet at 6:30 p.m. on November 8 to discuss the FY18 levy.

Ms. Lemmer stated that the board needs to decide what drives the budget—she suggested a focus on programming. Trustee Rose asked, “What drives circulation? And is it related to programming?” Ms. Lemmer will try to get a better idea of circulation usage by category. Teen programming is a challenge because we have no designated space. We will use a teen finals week program as an occasion to ask teens directly about what they want. The young adult librarian is contacting area schools to bolster contacts and engage in cross-promotion of programs and services. Technology offerings could be one way to attract older teens.

RAILS: No report.

CCS: The RFP is out to vendors for a November response.

Director candidate interviews were held today. A decision is expected soon.

Friends: The September sale brought in about \$115,000. That is comparable to earnings in recent years. Other outlet streams are being explored for items left over at the end of the sale.

Old Business: The Per Capita Grant discussion was tabled until the November meeting as the state has not yet released the application.

The Social Media Policy was discussed. It is an update and expansion of the current Social Software Policy.

Trustee Arnsen moved to adopt the Social Media Policy. Trustee Grob seconded. Motion passed 7-1 with Trustee Rose voting no.

The next Plan Commission meeting will be held tomorrow night. President Casper asked trustees to attend. Trustee Rose stated that the developer presented a site plan at the October 5th Building Review Board meeting, but

there was no clear statement of project phases. The plan included green space and some library parking, but we should ask for clarification. Parking for visitors to the development is still being worked out. Trustee Travers suggested library involvement with the Building Review Board during the process so that library interests are protected during construction and not just at project completion. She reiterated the importance of making library statements at meetings concerning this development. Trustee Grob asked how statements are made. Ms. Lemmer said that trustees can speak during public comment time and provide written statements for the official record. Trustee Rose suggested contacting City board and commission members directly. Trustee Travers agreed, but stated that speaking at public meetings is also valuable. Trustee Puch proposed asking the City board and commission members how trustees should best proceed in sharing library concerns. Ms. Lemmer met with First Ward Aldermen Beidler and agrees that attending meetings is very important. Ms. Lemmer was asked to call Cathy Czerniak to get clarification on whether the City property is part of tomorrow's Plan Commission meeting. Ms. Lemmer will draft and distribute a proposed library statement letter to trustees. President Casper will read the statement at the Plan Commission meeting. Trustee Travers suggested emailing the statement to City Council, Building Review Board, and Plan Commission members.

New Business: The next Board meeting will be Tuesday, November 8, 2016.

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

Trustee Puch moved and Trustee Travers seconded a motion to adjourn.
Motion carried.

There being no further business, the meeting was adjourned at 8:31 p.m.

Respectfully submitted,



Wendy Darling,
Secretary Pro Tem

**Lake Forest Library
Board of Trustees
Joint Meeting of the Long Range Planning and Services Committees
November 8, 2016**

Minutes

Present: Trustee Todd Puch, Vice President and Chair of Long Range Planning, Ron Levitsky, Chair of Services Committee, Trustee Germaine Arnson, Trustee Lynn Casper, Trustee Wendy Darling, Trustee Elizabeth Grob, Trustee David Rose, Trustee Carrie Travers, Chair of Finance and Treasurer, and Administrative Librarian Catherine Lemmer.

Absent: Trustee Beth Parsons

Chair Todd Puch called the meeting to order at 7:00 pm.

Ms. Lemmer agreed to serve as Secretary Pro Tem and take the minutes of the meeting.

Ms. Lemmer introduced the topic of long range planning and the library calendar and asked for board input as to timing and goals. A lengthy discussion ensued with respect to the nature of the Library in the Lake Forest community. The role of the Library and a wide variety of programming strategies were discussed at length.

Trustee Rose introduced the idea of a potential survey/marketing study. Ms. Lemmer reported that she is working with CCS to find out what kind of data is available and if it is meaningful to this process. Trustee Levitsky suggested Ms. Lemmer obtain some preliminary staff input on the goals of and ideas for the process as well.

The Board expressed a need to update the website for function and presentation.

At the conclusion of the discussion, Ms. Lemmer agreed to report back on the data options and present a timeline at the next meeting to be held in either January or February 2017. Trustee Rose agreed to obtain some preliminary information regarding market survey costs.

Trustee Levitsky moved and Trustee Arnson seconded a motion to adjourn. Motion carried. There being no further business, the meeting was adjourned at 7:32 pm.

Respectfully submitted,

Catherine A. Lemmer
Secretary Pro Tem

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
MEETING**

Tuesday, November 8, 2016

MINUTES

Present: President Casper; Trustees Arnson, Darling, Grob, Levitsky, Puch, Rose, and Travers; Youth Liaison, Jayne Mai; Administrative Librarian Lemmer; and Administrative Assistant Grasmick.

Absent: Trustee Parsons.

President Casper called the meeting to order at 7:38 p.m.

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

Trustee Travers moved to accept the minutes of October 11, 2016. Trustee Puch seconded. Motion carried.

Administrative Librarian's Report:

Financial: September financials are pacing on track. There was a small increase in materials purchasing—launchpads for the Children's library and feature films and games for the adult collection.

Contractual expenses are being evaluated in anticipation of next year's flat levy. We are currently seeking bids for next year's landscaping services.

Employee anniversary and longevity awards totaling approximately \$17,000 will be issued in December.

The library wish list was distributed to the Friends last month. Ms. Lemmer is discussing possible new ways for the Friends to distribute funds to the library to eliminate the concern about spending funds prior to the end of their fiscal year. They will vote on the wish list at their January meeting.

A staff member was approached by a local bank about sponsoring library programs. This is not something the library has done in the past. Trustee Rose asked about potential drawbacks. Trustee Arnson stated that at the high school they considered whether acceptance of sponsorship connotes acceptance of the

company, bank, etc. over another similar entity. The services committee will add discussion of this topic to the agenda for their next meeting.

Services: The Lauren Groff events for Lake Forest Reads: Ragdale were very successful. There were 566 checkouts of the book. The pre-talk reception had 20 attendees; the author talk was attended by 136 people; and 70 attended the Ragdale Tea event.

The Children's library is holding a literary election and have set up a voting booth. Children can vote for either Elephant & Piggie or Pigeon & Duckling.

The CardStar app is now activated for use at the library. An announcement and instructions are posted on the website.

The card catalog is not very mobile-friendly. SirsiDynix (our library automation software company) offers a mobile app called BookMyne. Currently, there are no good options. A request for mobile options was included in the ILS RFP.

The MyMediaMall consortium will meet this month to discuss moving from the OverDrive platform.

New programming will be coming this spring.

The first library e-newsletter was sent in October. You can sign up on our website by selecting Register my Email, then entering your email address under the Subscribe to Our Mailing List heading.

Maintenance: The main air handler, which affects the original section of the library, had a controller malfunction today. Service has been requested.

Don Fiore Landscaping donated two winter planters.

The exterior lighting has been upgraded on the loading dock. Replacement of damaged tile in the vestibule has been completed. Marcos is seeking bids for replacement lighting in the rotunda.

Personnel: Don Wickersheim, a maintenance employee, will be out for the rest of the year. Marcos is investigating temporary part-time options.

Kristin Ashley has been hired for the second media lab position. She has a background in marketing and graphic design.

Miscellaneous: Changes to the liquor law allowing libraries to sell liquor in certain circumstances only apply to district libraries and do not apply to us. We use short term liquor license options provided in City ordinances.

Library staff are working on a travel reimbursement policy that must be adopted in January 2017. Other policies, such as internet use, patron confidentiality, and photography/videography in the library, are being reviewed. These will be brought to the board in future meetings.

LifeSource has asked us to host a community blood drive. They have worked with other libraries. Ms. Lemmer will check with those libraries to see how it went.

Committee Reports:

Services: The committee met tonight (along with the Long Range Plan committee) to discuss the library long range plan.

Long Range Plan: The committee met tonight (along with the Services committee) to discuss the library long range plan.

Finance: The committee met tonight to discuss the FY18 levy. They recommend a levy increase of 1.26%. Discussion followed.

Trustee Travers moved to approve a levy increase of 1.26% for FY2018. Trustee Levitsky seconded. Motion unanimously carried.

RAILS: No report.

CCS: Rebecca Malinowski was selected as the new Executive Director. She was previously the Member Services Manager for CCS. Vendors have submitted responses for the RFP. Responses will be scored this month.

Friends: The book sale earned about \$100,000 after expenses. \$500,000 will be moved in quarterly installments to selected investment vehicles.

Old Business: The Per Capita Grant application was discussed.

Trustee Levitsky moved to approve the Per Capita Grant application for submission to the Illinois State Library. Trustee Puch seconded. Motion unanimously carried.

Concerning People v Eduardo Garcia (video game theft), we have submitted requested paperwork and camera footage. There may be a December court date or there may be an out-of-court settlement.

Ms. Lemmer attended the November 3rd Building Review Board meeting concerning the McKinley Road Development. The BRB created a subcommittee to work on final details and bring them back to the full board. Building demolition was approved. The Plan Commission meets December 14, 2016.

Ms. Lemmer met with Bob Kiely and Cathy Czerniak on November 7th to further discuss library concerns regarding the development. The City understands the importance of parking and traffic and wants the library board to be happy. City property could be swapped to push library property line north. There are no specific plans for the second and third buildings. Ms. Lemmer also asked the City to address the Deerpath crosswalk.

Discussion followed.

Ms. Lemmer will check with Ms. Czerniak about the status of a proposed project road along library property and express the Board's concerns about routing traffic through the library parking lot.

New Business: The next Board meeting will be Tuesday, December 13, 2016.

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

Trustee Arnson moved and Trustee Puch seconded a motion to adjourn. Motion carried.

There being no further business, the meeting was adjourned at 8:21 p.m.

Respectfully submitted,



Ron Levitsky
Secretary

**LAKE FOREST LIBRARY BOARD OF TRUSTEES
MEETING**

Tuesday, December 13, 2016

MINUTES

Present: President Casper; Trustees Darling, Grob, Levitsky, Parsons, Puch, Rose, and Travers; Youth Liaison, Jayne Mai; Library Director Lemmer; and Administrative Assistant Grasmick.

Absent: Trustee Arnson.

President Casper called the meeting to order at 7:29 p.m.

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

Trustee Parsons moved to accept the minutes of November 8, 2016. Trustee Levitsky seconded. Motion carried.

Director's Report:

Financial: October financials are on track. A \$2,000 gift from the Dick Family Foundation will be used for book club outreach, including book purchases and a reception-type event.

Services: The winter newsletter has been mailed. It includes over 20 adult programs, including a community blood drive; a three-day exam escape for high school students; and a community partner program, "With Love, From Your Library."

Maintenance: The holiday decorating bid was \$1,800. Instead, Jeanie Kennedy purchased supplies and decorated for a cost of about \$600.

The Friends of Lake Forest Library have indicated that they will not be funding carpet replacement in the Children's library. Funds are in the capital account for the project and the carpet needs to be replaced. The board agreed that the library should move forward with the project.

Personnel: Don Wickersheim will be out through the end of the year. Ron Finch has been added as a part-time, temporary employee to assist.

Miscellaneous: The library was awarded four stars by *Library Journal*, scoring high in technology and lower in program attendance. A press release will be issued. Ms. Lemmer will check on where other North Shore libraries placed.

Ms. Lemmer was contacted by Babette and Robert Ellis about donating a 12-inch terracotta statue by Dorothy Hobbs Boehm (who created the library's Girl Feeding Three Squirrels sculpture) to the library. The photos of the statue were difficult to see. Ms. Lemmer will ask for better quality photos.

The library is working with Paul Bergmann on obtaining historic designation for the library building. The application process is moving forward after a 2-year stall. Trustees asked if there was a downside to the designation. Ms. Lemmer has made inquiries and has received no answer either way.

The website redesign is moving forward. It will be built using responsive web design.

The library met with Lake Forest College to discuss additions to our cooperative relationship.

Committee Reports:

Services: The committee met prior to tonight's board meeting to discuss corporate sponsorship. Such money frequently goes to specific programs. The committee believes that the benefits outweigh any potential downside. Further topics of discussion would include drafting a policy; setting expectations and assuring that there would be no conflict with Friends funding; and developing a marketing plan. The committee would like to move forward with drafting a policy. Trustee Travers asked who would take on the fundraising responsibilities. She also wondered if the program could be too successful and have an effect on the tax levy assigned by the City. Trustee Levitsky stated that that accepting corporate sponsorship is a common practice among libraries and that the committee is in a preliminary study stage with much to consider.

The committee also discussed library services for teens and young adults.

Long Range Plan: No report.

Finance: No report.

RAILS: No update.

CCS: Three RFPs for the ILS were evaluated and two were selected. Additional questions were submitted to the vendors. Discussion will resume in January.

Friends: Bill Hughes, a lifelong supporter of Lake Forest Library and an Honorary Director of the Friends of the Lake Forest Library, died last month.

Old Business: *People v Eduardo Garcia*—pre-trial motions were held December 2nd. The case will go to trial on January 2nd unless settled before then. One option is restitution for the library.

Ms. Lemmer attended the November 3rd and December 7th meetings of the Building Review Board. The demolition of the buildings was approved at the the November meeting and the design of the first building was approved at the December meeting. The Plan Commission meets tomorrow. All parties agree that it is best to keep traffic north of the library. Current focus is on construction of the big building. There has been no discussion on the other buildings and the 15 parking spaces currently used by the library. Ms. Lemmer has thanked the City for taking library concerns under consideration. The project will now move forward and the library will continue to monitor and revisit when necessary.

New Business: The results of the City of Lake Forest Resident Survey were discussed. The library is valued by the community. Ms. Lemmer receives about three comment cards per month and they tend to be universally positive.

Trustee Rose contacted three companies about creating a resident survey concerning library services and programs. Knowing what heavy library users and non-users want from the library would help with resource allocation. One of the companies contacted had created the City's resident survey and has worked with other municipalities. They could possibly use some of the City's survey structure to save time and setup costs. Trustee Rose will seek more detailed information. Ms. Lemmer spoke with CCS about available patron data. Birthdates are not part of the record. And other data is not able to be manipulated in a meaningful way. If a library survey is created, Trustee Travers thought that a mailing separate from the newsletter might better reach those who are not library users.

Trustee Travers asked Youth Liaison Jayne Mai her thoughts on the best way to reach high school students. She suggested offering free beverages/food at a table in the lobby.

The next Board meeting will be Tuesday, January 10, 2017.

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

Trustee Travers moved and Trustee Darling seconded a motion to adjourn. Motion carried.

There being no further business, the meeting was adjourned at 8:33 p.m.

Respectfully submitted,



Ron Levitsky
Secretary