

**Lake Forest Library Board of Trustees**  
360 E Deerpath Road, Lake Forest, IL 60045  
Regular Meeting (Remote Access) Minutes  
7:30 p.m. April 14, 2020

CALL TO ORDER

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

ROLL CALL

Trustees Present: Germaine Arnson, Wendy Darling, JoAnn Desmond, Elizabeth Grob, Andrea Lemke, Todd Puch, David Rose, Carrie Travers. Trustees Absent: Ron Levitsky.  
Staff Presenters: Catherine Lemmer, Library Director; Ed Finn, Head of Operations.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Desmond made a motion, seconded by Trustee Puch, to approve the agenda. The motion carried unanimously.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

No request to address the board, nor was there any new correspondence.

APPROVAL OF MINUTES

Trustee Lemke made a motion, seconded by Trustee Rose, to approve the March 10, 2020 Regular Meeting Minutes and the March 11, 2020 Special Meeting Minutes. The motion carried unanimously.

APPROVAL OF THE MARCH 2020 FINANCIAL REPORT

Trustee Desmond made a motion, seconded by Trustee Rose, to approve the March 2020 financial report. The motion carried unanimously with a roll call vote.

DISCUSSION AND APPROVAL OF FY2021 INSURANCE COVERAGE

Ms. Lemmer updated the Board on the FY2021 General Liability insurance coverage. Hill & Stone obtained bids from several carriers to compare with current provider, Hanover Insurance. Hanover's proposal reflects a 10% premium increase. Several other carriers declined to offer proposals due to the Library's loss history over the past three years. Due to the age of the Library building, coverage through the library consortium pool is not an option. Hill & Stone recommended that we add a \$1 million Cyber Protection policy in addition to current coverages. Because key Library financial and payroll systems reside on City infrastructure, the Library's data exposure was in line with that amount of coverage.

Trustee Desmond made a motion, seconded by Trustee Lemke, to approve Hill & Stone's proposal for FY2021 General Liability Coverage in the amount of \$46,480. The motion carried unanimously with a roll call vote.

COVID-19 RESPONSE REPORT/DISCUSSION AND APPROVAL OF CONTINUATION OF PAYROLL AND MODIFICATIONS TO CHECK APPROVAL PROCESS

Ms. Lemmer presented an update on the Library's COVID-19 response and strategic planning. Even while working from home, Library staff continue to deliver a high level of service to the community through online methods and social media platforms. Services include facilitation of book discussion groups, live-streamed storytimes and presentations, videos, online chat, and reference assistance. Streaming and database services have been enhanced and have seen increased usage. Facilities and grounds continue to be inspected daily. Maintenance and upgrading of technologies required to deliver a virtual library are key areas that staff continue to manage.

Plans for a gradual reopening of the building are focused on providing virtual services, rather than "in building" services, as the building cannot meet current social distancing requirements. Reimplementation of Hold/Pickup Service will be considered as "stay at home" guidelines are loosened. Summer Reading will be conducted online. All formal programming is cancelled through 9/1/2020. The complete strategic plan anticipates seven stages of service reintroductions over the next eight months.

Administration continues to address these issues as well as stay current on new governmental policies and programs put in place regarding payment of wages and benefits, and unemployment protections. The Board discussed the personnel and budget ramifications of various options, balanced with the need to deliver quality service to the community.

Trustee Desmond made a motion, seconded by Trustee Grob, to ratify the payment of wages and benefits paid during the closure of the Library building from March 14, 2020 to date; and, to approve the continued payment of full wages and benefits for regularly-scheduled hours for all Library staff until COVID-19 restrictions are modified to the extent the Library can safely reopen to personnel or May 31, 2020, whichever comes first. The motion carried unanimously with a roll call vote.

Trustee Arnson made a motion, seconded by Trustee Rose, to ratify actions taken by the Library Director with respect to Check 326608 for \$10,156, and to authorize the Director to pay vendor checks in excess of \$10,000, provided that a.) the expense is authorized by the Board; b.) a copy of the invoice is mailed to the Board President and Treasurer at the time of the mailing; and c.) notice of the action is specifically noted in the monthly financial report. The motion carried unanimously with a roll call vote.

LIBRARY BUILDING PROJECT UPDATE

Ms. Lemmer provided an update on discussions with HGA regarding shared space design post COVID-19. Flexible design, ADA compliance, and “clean” materials and systems will all factor into public spaces that will work now and in the future. HGA is currently working with their corporate and healthcare clients on these same issues. Discussions continue with staff and the Board to review the Hummel planning report and develop the design of the new building. The Hodge Group continues to monitor the capital campaign landscape and the foundation approval process.

TECHNOLOGY UPDATE

Ed Finn, Head of Operations, provided an update on his efforts to secure a new managed services provider contract. The RFP deadline has been extended; however, work on moving to virtual platforms continues with the existing provider. A key short-term goal is to migrate the internal Outlook Exchange server to cloud-based Office 365. These upgrades are essential to providing reliable communications for our staff and the delivery of quality services to our patrons.

Trustee Desmond made a motion, seconded by Trustee Travers, to authorize a vendor contract for email migration to Office 365, not to exceed \$8,500. The motion passed unanimously with a roll call vote.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

No new business.

ADJOURNMENT

Trustee Puch made a motion, seconded by Trustee Desmond, to adjourn the meeting at 8:51 p.m. Motion carried unanimously.

Upcoming Meetings:

**Special Board Meeting: April 27, 2020, 6:00 p.m., Remote Access**

**Regular Board Meeting: May 12, 2020 7:30 p.m., Remote Access**

**/s/ Germaine Arnson (signed electronically due to COVID-19 Shelter-in-Place order)**

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Germaine Arnson, Secretary

Minutes approved by the Board on April 27, 2020.