

LAKE FOREST LIBRARY BOARD OF TRUSTEES
360 East Deerpath Road, Lake Forest, IL 60045
Monday, August 3, 2020, 5:30 p.m.
Special Meeting by Remote Access (Virtual)

The Library Trustees will be remotely attending this regularly scheduled Board of Trustees meeting by electronic means, in compliance with Governor's Executive Order 2020-07, issued on March 16, 2020, that suspended certain Open Meetings Act provisions relating to in-person attendance by members of a public body. Specifically, the Governor's Order: (1) suspends the requirement in Section 2.01 that "members of a public body must be physically present:" and (2) suspends the limitations in Section 7 on when remote participation is allowed. This Executive Order is effective the duration of the Gubernatorial Disaster proclamation. The Library provides members of the public with an opportunity to participate in the meeting.

Members of the public can participate remotely in the meeting via Microsoft Teams by clicking the following: [Join Microsoft Teams Meeting](#). Or by calling: +1 872-240-4516. Conference ID: 615 131 856#

Alternatively, members of the public may email comments to Catherine Lemmer, Library Director, at clemmer@lakeforestlibrary.org, before 2:00 pm on Monday, August 3, and the comments will be read into the meeting minutes. The minutes of the August 3 meeting will be available on the Library's website after they are approved at the next meeting of the Library Board of Trustees. Current and past meeting information is available at: www.lakeforestlibrary.org/board-meetings. The Library website and social media platforms are updated after the meeting.

Agenda

1. Call Meeting to Order.
2. President's Remarks:

This meeting of the Lake Forest Library Board is being held as a virtual meeting because the Illinois Governor has declared the COVID-19 pandemic a disaster and it is not practical or prudent for in-person meetings. The Library Director is on-site at the Library for this meeting and may be reached by calling 847.810.4602. This meeting is being recorded.
3. Board of Trustees Roll Call/Confirmation that can hear the discussion.
4. Call for additions to the Agenda.
5. For action: Approval of the Agenda. [Roll call vote]
6. Opportunity for the Public to Address the Board and Correspondence.

7. For action: Approval of the July 14, 2020 Meeting Minutes [Roll call vote]
8. For action: Discussion and approval of July 2020 Financial Report. [Roll call vote]
9. For action: Discussion and approval of reinstating the FY2021 Pay Plan. [Roll call vote]
10. Discussion of FY 2021 Strategic Planning efforts
11. Library Director Report
12. Unfinished Business
13. New Business
14. Adjournment

Upcoming Meeting: Regular Board Meeting, August 11, 2020

Special meetings may be called at any time with proper notice pursuant to the Library's bylaws.

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

PUBLIC COMMENT AT BOARD MEETINGS POLICY

The Illinois Open Meetings Act provides in Section 2.06 that at meetings of public bodies, “any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body.” 5 ILCS 120/2.06(g).

The Board of Trustees welcomes public participation. This policy provides the following rules and guidelines for public participation at its meetings.

Individuals attending board meetings must conduct themselves with respect and civility toward others. Abusive, profane, threatening, or harassing language and/or personal attacks will not be permitted. The Board President or presiding officer may prohibit further comment at the meeting by a speaker whose remarks violate this rule.

Public comments are permitted during the time designated on the Board of Trustees meeting agenda, unless otherwise directed by the Board President.

The Board President determines the order in which speakers will be recognized.

When recognized by the Board President, the speaker should begin by stating his or her name and address.

Public comments will ordinarily be limited to three (3) minutes per speaker. The Board President shall have discretion to modify this time limit, as well as to limit repetitive comments.

Members of the public will not be allowed to speak a second time until all members of the public who wish to speak have been allowed to do so. The Board President will determine whether second public comments will be permitted, and if so, the appropriate amount of time for public discussion, and will end public comment at his/her discretion.

Board members are not obligated to respond to comments from the public. Issues requiring possible action by the board may be added to a future meeting agenda, and issues that can be addressed by library administration will be noted.

A copy of these guidelines will be placed next to the sign-in sheet made available to members of the public at the entrance to board meetings.

Petitions or written correspondence directed to the board shall be presented to the board by the Board President or Secretary at the next regularly scheduled board meeting.



Minutes are a summary of the board's discussion and actions. Speaker requests to append written statements or correspondence to the minutes are not favored. Generally, written materials presented to the board will be included in the library's files rather than in the minutes. The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in these guidelines.

(Approved January 9, 2018.)

INSPIRATION ♦ IDEAS ♦ COMMUNITY

August 2020 Special Board Meeting – July 2020 Public Correspondence

Patron Comments/Suggestions: Comments are transcribed from the “How are we doing? Share your comments, suggestions, compliments, or complaints” cards in the foyer of the library. Comments also come via phone, email and U.S. post. This does not include program evaluation comments.

Correspondence regarding the capital improvement project has been added to the Trustee’s SharePoint Site. Listed below is correspondence not already shared with the Library Board.

Comments from the Library Capital Improvement Project Webpage

July 31, 2020: Alice Moulton-Fly wuff@ameritech.net

- Question: Unless I'm mistaken, wasn't the dome worked on sometime in the last 15 years? If so, what was done then?
- Response: The dome was replaced in 1984 at a cost of \$108,000. You can find additional information on our website at: [Dome Wrapped For the Winter](#). If this does not answer your question, please don't hesitate to reach out again.

Email

July 27, 2020 Rommy Lopat weedpatch@gmail.com

- Email to Cathy Czerniak, Director of Community Development, and Library Director urging the City to revisit the development of the third parcel of the McKinley Road and give the land to the Library.
- This email followed a lengthy in-person meeting with Ms. Rommy at which the Library Director answered questions and shared information on Tuesday, July 21, in response to an earlier email with a similar suggestion.
- Response: email shared with Trustees.

July 24 – July 27 Arthur Miller ahmiller169@gmail.com

- Series of emails regarding the building design.
- Library Director met with Mr. Miller, and responded as follows (condensed to outline his concerns):
 - An underground addition was considered
 - Considered and found not economically feasible to bring the 1931 front entrance into ADA compliance
 - Assurance that HGA has the HPC’s standards
 - Prefers a more classical approach; addition should not overwhelm 1931 building
 - Understands the challenges of building the 21st century library the community wants on the constrained lot but would prefer not to have a large addition

Lake Forest Library Board of Trustees
360 E Deerpath Road, Lake Forest, IL 60045
Regular Meeting (Remote Access) Minutes
5:30 p.m. July 14, 2020

CALL TO ORDER

President Wendy Darling called the meeting to order at 5:31 p.m. with the following statement:

This meeting of the Lake Forest Library Board is being held as a virtual meeting because the Illinois Governor has declared the COVID-19 pandemic a disaster and it is not practical or prudent for in-person meetings. The Library Director is on-site at the Library for this meeting and may be reached by calling 847.810.4602. This meeting is being recorded.

ROLL CALL/CONFIRMATION OF ABILITY TO HEAR PROCEEDINGS

Trustees Present: Germaine Arnson, Bryan Bertola, Wendy Darling, JoAnn Desmond, Elizabeth Grob, JJ Johnson, Andrea Lemke, David Rose, and Carrie Travers.

Staff Present: Catherine Lemmer, Library Director; and Ed Finn, Head of Operations.

HGA Presenters: Victor Pechaty, Jane Dederling, Ginny Lackovic, and Jason Vanselow.

PRESIDENT'S WELCOME AND INTRODUCTION OF NEW TRUSTEES

President Darling welcomed everyone to the Library Board meeting and introduced Trustees Bryan Bertola and JJ Johnson to their first official meeting as new members of the Library Board.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Arnson made a motion, seconded by Trustee Lemke, to approve the agenda. The motion carried unanimously with a roll call vote.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, AND CORRESPONDENCE

There was no request to address the Board. The Library Director reported that email correspondence from Rommy Lopat had been received just prior to the meeting and that she had sent a brief response and would follow up with Ms. Lopat further.

APPROVAL OF MINUTES

Trustee Rose made a motion, seconded by Trustee Travers to approve the June 29, 2020 Special Meeting Minutes and the June 29, 2020 Special Meeting Executive Session Minutes. The motion carried unanimously with a roll call vote.

APPROVAL OF THE JUNE 2020 FINANCIAL REPORT

Lake Forest Library Board of Trustees
Regular Meeting (Remote Access) Minutes
July 14, 2020

Director Lemmer provided a complete report of the June 2020 financials in the board packet and inquired if there were any questions from Trustees. Hearing none, Trustee Lemke made a

motion, seconded by Trustee Arnson, to approve the June 2020 financial report as presented. The motion carried unanimously with a roll call vote.

APPROVAL AND RATIFICATION OF THE FILING OF THE IPLAR WITH THE ILLINOIS STATE LIBRARY

Trustee Rose made a motion, seconded by Trustee Travers, for the approval and ratification of the filing of the Illinois Public Library Annual Report (IPLAR) with the Illinois State Library. The motion carried unanimously with a roll call vote.

THE LIBRARY CAPITAL IMPROVEMENT PROJECT: PRESENTATION BY HGA, INC.

Mr. Victor Pechaty, HGA, presented an overview of the evolution of site development plans and various iterations of architectural designs since the beginning of the project in 2018. Mr. Pechaty shared that he, Ms. Lemmer, Mr. Finn, and Trustees Rose and Darling had a productive meeting with representatives from the City of Lake Forest, Historic Preservation Commission and Lake Forest Preservation Foundation. He incorporated some of their suggestions with the direction provided by the Trustees in previous meetings to present two revised design study options to the Board for discussion and possible further development. The Trustees engaged in a thoughtful discussion about each of the options and provided further direction to HGA for architectural refinement.

After lengthy discussion, Trustee Rose made a motion, seconded by Trustee Grob, to authorize HGA to move the favored gabled design study (Option A) forward as follows:

1. Visually lighten the building with stone; reduce the amount of dark brick.
2. Continue to provide ample natural light where possible.
3. Explore alternatives/options to the brick screen effect.
4. Explore and understand cantilever's design and effectiveness.

Motion passed on a roll call vote: Trustees Bertola, Darling, Desmond, Grob, Johnson, Lemke, Rose and Travers voted aye. Trustee Arnson abstained.

LIBRARY DIRECTOR REPORT

In the interest of time, Ms. Lemmer referred the Trustees to her written report in the Board Packet where she reported on library service initiatives, like *Curbside Collect*, and preparations for opening the building on July 20.

UNFINISHED BUSINESS

Lake Forest Library Board of Trustees
Regular Meeting (Remote Access) Minutes
July 14, 2020
No unfinished business.

NEW BUSINESS

No new business.

ADJOURNMENT

Trustee Travers made a motion, seconded by Trustee Arnson, to adjourn the meeting at 7:50 p.m. Motion carried unanimously with a roll call vote.

Upcoming Meetings:

Special Board Meeting: August 3, 2020, 5:30 p.m., Remote Access

Regular Board Meeting: August 11, 2020, 5:30 p.m., Remote Access

JoAnn Desmond, Secretary

Minutes approved by the Board on August 3, 2020.

Lake Forest Library
Year-to-Date Monthly Financial Report
July 2020
Unaudited Month 3
FY2021

REVENUES	Current Month Actual	Year to Date Actual	Year to Date Budget	Annual Budget	(Over)/Under Variance	% of Annual Budget
Unassigned Funds on Hand 5/1	\$1,727,562	\$1,727,562	\$1,727,562	\$1,727,562		
Tax Based (Levy, SSN, IMRF)	\$159,767	\$1,932,175	\$1,772,307	\$4,253,537	\$159,868	45.43%
Non Tax Based	\$9,555	\$33,898	\$24,300	\$97,200	\$9,598	34.87%
Gifts (includes Friends)	\$0	\$74,025	\$21,000	\$84,000	\$53,025	88.13%
TOTAL REVENUES	\$169,321	\$2,040,098	\$1,817,607	\$4,434,737	\$222,491	46.00%
TOTAL FUNDS ON HAND	\$1,896,883	\$3,767,660	\$3,545,169	\$6,162,299	\$222,491	
EXPENDITURES						
Salaries & Wages	\$122,366	\$344,686	\$415,497	\$1,800,486	\$70,811	19.14%
Fringes	\$29,194	\$92,133	\$116,552	\$466,208	\$24,419	19.76%
SSN	\$9,089	\$25,703	\$38,750	\$154,998	\$13,046	16.58%
IMRF	\$12,670	\$34,889	\$50,028	\$200,113	\$15,139	17.43%
Materials (print, AV, tech, online)	\$47,618	\$147,615	\$322,000	\$644,000	\$174,385	22.92%
Other Operating Expenses	\$46,389	\$112,278	\$337,652	\$675,303	\$225,373	16.63%
Building Maintenance	\$18,998	\$70,162	\$120,000	\$240,000	\$49,838	29.23%
Sub Total	\$286,324	\$827,467	\$1,400,478	\$4,181,108	\$573,011	19.79%
Capital	\$10,000	\$10,000	\$62,500	\$250,000	\$52,500	4.00%
TOTAL	\$296,324	\$837,467	\$1,462,978	\$4,431,108	\$625,511	18.90%
BALANCE		\$2,930,193	\$2,082,191	\$1,731,191		
RESERVES						
Capital Improvements	\$2,050,000					
Technology Improvements	\$300,000					
Capital Equipment	\$300,000					
	\$2,650,000					

Lake Forest Library
July 2020 (Month 3) FY2021
Financial Notes

Revenues

Funds on Hand: \$1,727,562 (unrestricted/unaudited). This account will be reset to include the FY2020 surplus after the completion of the FY2020 audit in September 2020.

Tax-Based: \$1,932,175; payments typically received in June and September. This year the last payment may be made in November. Currently at 45% of FY budget. Last year, same period tax-based revenue was at 52% of FY budget. Budget is carrying a \$64,247 reserve for potential reserve for loss taxes.

Non-Tax Based: \$33,898 non-tax revenues; includes \$10,544 replacement of personal property tax payment, \$11,559 membership rebate from CCS, and \$12,275 investment income, and other income streams. 35% of FY budget.

Gifts: \$74,025; Includes Friends FY2021 grant of \$74,000. 88% of FY budget.

Expenditures

Salaries, Fringes: \$344,686 for salaries: 19% of FY budget; \$92,133 for fringes: 20% of FY budget. \$25,703 for SSN: 17% of FY budget; \$34,889 for IMRF: 17% of FY budget.

Materials: Books, AV and Electronic Services: \$147,615: 23% of FY budget. Annual payments for periodical and database subscriptions paid. Print materials on order, experiencing some delays from publishers.

Other Operating Expenditures: \$112,278: 17% of FY budget. Includes \$6,285 in administrative fee to City of Lake Forest, \$33,996 for special projects, and quarterly vendor contracts.

Building Maintenance: \$70,162: 29% of FY budget. Reflects cleaning service contract, service calls and repairs for HVAC and other systems; and annual liability and casualty insurance premiums. COVID-19 expenses such as additional cleaning services and PPE impact reflected.

Capital: \$10,000, 4% of FY budget. First payment on the electrical work on switch gear approved in February and delayed due to COVID-19.

Reserves

\$1,727,562 - Operating cash reserve (fund balance-unassigned). After the completion of the annual audit, the Board will be asked to consider and approve transfers increase capital reserves. The Library's reserves are currently \$2,650,000: capital equipment (\$300,000), capital improvements (\$2,050,000), and technology (\$300,000).

Year to Date FY2021: 19% of budget expenses; 46% budget revenues

Checks Over \$10,000

The following checks in amounts over \$10,000 were paid.

Check 329036 \$33,996.49 HGA, Inc.

Check 329164 \$10,000 Greco Electrical Contractors

Reinstatement of the FY2021 Pay Plan

The FY2021 Pay Plan, included in the FY2021 budget, provided for merit increases based on FY2020 performance. The FY2021 budget is available online on the Library's Financial Information and Annual Report webpage at: <https://www.lakeforestlibrary.org/financial>.

In April 2020, the annual performance evaluation process was completed for all employees. Merit increase recommendations were made for FY2021 based on FY2020 performance. Typically, annual merit increases would go into effect on May 1. In April 2020, the Library Board voted to suspend the implementation of the FY2021 Pay Plan pending a better understanding of Library operations and revenues during the COVID-19 pandemic.

Upon the building closure on March 16, 2020, the Library immediately pivoted to providing new and enhanced online resources, services, and programs. Simultaneously the library staff developed modified service plans - Curbside Collect (started June 3) and Library Lite (started July 20). The Library is now open to the public 45 hours a week. In addition to this, staff are onsite another 18 hours a week processing returned materials out of quarantine and prepping materials for patron pick-up. All onsite work is done in challenging physical circumstances wearing PPE. Several part-time staff are not willing to work during the public hours due to the risks associated with COVID-19. There is ongoing concern regarding the ventilation in the building.

The number of full-time staff reduced by one position which has not been filled. The current Library-Lite phase requires the use of fewer part-time hours. The Library is using about 63% of its usual part-time staff hours; a little higher than anticipated because full-time staff are taking vacation leave to avoid losing time at year end.

Non-exempt full-time staff are working full-time hours in a combination of onsite and remote work. Part-time staff are paid for actual hours worked. The exempt senior staff routinely work more than 37 hours each week developing new service initiatives, maintaining and advancing operational and administrative processes, advancing the capital improvement project, and continuing to manage the Library's ever evolving COVID response.

As noted in the July 2020 financial report, the Library's revenue lines are performing as anticipated in the FY2021 budget. The recommendations include merit increases between 1% and 3%; with market adjustments for four employees. If the Library were to ramp up to pre-COVID staffing levels, the increases for the remaining three quarters of FY2021 total approximately \$55,000. The FY2021 budget supports this increase, so the request is budget neutral.

Recommendation

The staff recommendation is that the Library Board re-instate the FY2021 pay plan effective August 3, 2020.

2021 –2023 Strategic Plan Discussion

The following sets out the history of the Library’s current strategic plan for newer board members and presents options for the next strategic planning process. The options are presented simply as a means of starting the conversation.

Background

During the spring of 2017, the Library conducted a community needs assessment to solicit community feedback and evaluate trends regarding current and future use of the Lake Forest Library. The needs assessment process included a community survey, series of focus groups with Library stakeholders, and conversations with Library staff and administration and the Board of Trustees.

The community feedback reflected that the Library is a valued asset that plays a vital role in the Lake Forest community, a community that identified family, education, philanthropy, and tradition as its cornerstones. Over 95% of respondents expressed the importance and relevance of the Library in the Lake Forest community. The respondents also provided valuable feedback on how to create a 21st century institution that serves individuals of all ages and interests. See the [Executive Summary](#).

In September 2017, the Library Board adopted a Strategic Plan in which the following four goals were defined/identified with corresponding objectives that are responsive to the themes in the feedback received and conversations held during the community needs assessment process:

1. Enhance the user experience
2. Ensure accessibility for all Lake Forest residents
3. Improve Library space to ensure accessibility and desired functionality
4. Raise the visibility of the Library and its work in the Lake Forest community

In identifying the related objectives, the Library focused on fiscally responsible actions that are both aspirational and achievable. See [Strategic Plan 2017 -2019](#). The two-year timeline provided the Library with an opportunity to measure its progress and realign objectives as needed.

The delay in the Library Capital Improvement Project from October 2018 to August 2019, led the Board to extend the Strategic Plan to 2020.

Suggested Course of Action

As a starting point, the Board has these two options, representing the ends of the spectrum:

1. Continue the existing Strategic Plan to December 2021, essentially creating a four-year plan; or
2. Engage in a full-scale strategic planning process utilizing an external consultant for board, community, library user, and staff input.

There is a third option – a modified strategic planning process.

A great deal of work has been undertaken and results accomplished on the 2017 – 2019 Strategic Plan goals. However, changing times and circumstances mean these goals continue to remain relevant, especially if the Library were to develop different objectives under each goal. This leads to the third option – a modified strategic planning process.

One course of action might be to create a small group consisting of two Board members and selected staff of the Library to identify new objectives for each of the goals. It might be possible to solicit community input via the library's website using Office 365 or other tools on specific topics. The small group would bring the objectives to the entire Board for discussion and approval.

As noted above, this information is provided to start the conversation to determine the Board's preference in how to accomplish this work at this time.

Library Director Report

August 3, 2020

The July patron services reports are not due from the departments until after the first week of the month. The August 11 director report will include a more detailed report on programs and services.

Access to the Library Building

Lake Forest Library Lite opened as planned on Monday, July 20. The resilience and resourcefulness of the staff in working through an opening plan meant the opening was “delightfully uneventful.” All patrons are appreciative and excited that the Library is open for express services. One of our younger patrons was so excited to learn the Children’s Library was open she clapped and jumped and down. The Library continues to process Holds for quick pick up in the foyer. Our Communications Team, Joy Schmoll, Head, and Mandy Russell, Graphic Designer, did an amazing job with our onsite signage and getting the message out via our various social media outlets.

We continue to monitor the Illinois Department of Public Health (IDPH) Regional COVID statistics for [Region 9](#). We are prepared to shift back to Curbside Collect if necessary. IDPH has indicated there may be “[community mitigation interventions](#)” if the indicators it is monitoring show there is an increase in the COVID-19 disease burden with a simultaneous decrease in hospital capacity or if there are three consecutive days greater than or equal to 8% test positivity rate (7 day rolling).

Read Between the Ravines

The two-community one-book non-fiction program with Lake Bluff Library concluded with *A Virtual Evening with Chris McGreal* on July 28. Chris McGreal was initially scheduled to be onsite during the first week of April. The Facebook Live interview about his book, *American Overdose: The Opioid Tragedy in Three Acts*, had over 250 live attendees and of this date over 1900 post-interview views. Michael G. Nerheim, Lake County State's Attorney, conducted the interview. Michelle Doshi, Adult Services Librarian, led this amazing project for the Library. She is already planning next year’s program with her colleague at Lake Bluff Library.

Other Services

The West Train Station opened on July 6 enabling the Library to bring the DVD2GO back online. The vendor reprogrammed the device to quarantine returned DVDs.

Administration and Operations

FY2020 Audit. The first draft of the FY2020 audit has been received from Tilly Baker. The draft includes an unqualified clean opinion. Both the Library and the city finance department are reviewing the draft. The Library is drafting its MDA statement. The audit will be delivered in October 2020.

FEMA Reimbursement. The Library is working on submitting its FEMA reimbursement request for COVID-19 expenses. Our situation is complicated because the Library is part of, but not part of, the City of Lake Forest. Ed Finn, Head of Operations, has been wrangling with the State and Federal government.

Transition to New Managed Service Provider. The transition to OSG is official on August 1, 2020. The transfer uncovered a need for some better practices which are being implemented. All library staff are pleased with the greater access and quicker turn around for individual support on both software and hardware issues. Library administration is pleased with OSG's long-term strategic thinking with respect to our many IT situations.

Personnel

Joe Faust, Facilities Manager, has accepted another position at the Glencoe Public Library and will be leaving the Library on August 7. The Facilities Manager position has been posted. The Library learned a lot about how to better manage facilities from Joe and this has enabled the Library to continue to define the position to better its needs.

FY2020 Annual Report

The Library's FY2020 Annual Report to stakeholders is on the Library's website at: www.lakeforestlibrary.org/financial. Joy Schmoll, Head of Communications, continues to do an incredible job telling our story.

Library Capital Improvement Project

The Library's website has been updated with information for the public on the Capital Improvement Project. The page is www.lakeforestlibrary.org/imagine. The page includes a link to a more detailed [Executive Summary](#), and both pages include a comment box. The comments will be compiled and shared with the Board each month.