

**Lake Forest Library Board of Trustees**  
360 E Deerpath Road, Lake Forest, IL 60045  
Special Meeting (Remote Access) Minutes  
5:30 p.m. August 3, 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 Arnsen, Bryan Bertola, Wendy Darling, JoAnn Desmond, Elizabeth Grob, JJ Johnson, Andrea Lemke, David Rose, and Carrie Travers.

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

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

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

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD AND CORRESPONDENCE

No request to address the board.

APPROVAL OF MINUTES

Trustee Grob made a motion, seconded by Trustee Arnsen to approve the July 14, 2020 Meeting Minutes. The motion carried unanimously with a roll call vote.

DISCUSSION AND APPROVAL OF THE JULY 2020 FINANCIAL REPORT

Director Lemmer provided a report of the July 2020 financials in the board packet and inquired if there were any questions from Trustees. She reported that the revenue lines performed as anticipated and they are carefully managing expenses with materials purchases primarily limited to high demand items and e-resources. Ms. Lemmer further explained that they are doing necessary life safety work that includes electrical repairs from the Com Ed transformer explosion which were delayed due to COVID-19. Trustee Rose inquired about the need to rewrap the dome again this year and Mr. Finn indicated that they were watching it closely and would respond if needed. Trustee Lemke made a motion, seconded by Trustee Rose, to approve the July 2020 financial report as presented. The motion carried unanimously with a roll call vote.

#### DISCUSSION AND APPROVAL OF REINSTATING THE FY2021 PAY PLAN

Director Lemmer reported that FY2021 pay increases were included in the budget and all salaries and wages were paid in full until May. In June, part-time staff were only paid for hours worked due to adjusted schedules and remote services. Ms. Lemmer shared that staff have been extraordinarily innovative during this pandemic while working under very challenging conditions. Trustee Travers made a motion, seconded by Trustee Johnson, to approve the reinstatement of the FY2021 Pay Plan, effective August 3, 2020. The motion carried unanimously with a roll call vote.

#### DISCUSSION OF FY2021 STRATEGIC PLANNING EFFORTS

Director Lemmer presented an overview of options the Trustees may wish to consider in furthering strategic planning beyond its current 2017-2020 Plan. Although many objectives have been accomplished, the four main goals continue to be relevant. Trustee Johnson suggested that the Library Board may wish to emphasize a future focus on seniors and children. After a thoughtful discussion, there was a consensus of the Trustees that the primary goals were still relevant and that a modified strategic planning process would be suitable at this time. Trustees that are interested in participating on this committee should contact Director Lemmer.

#### LIBRARY DIRECTOR REPORT

Ms. Lemmer referred the Trustees to her written report in the Board Packet where she reported on access to the library; Read Between the Ravines; West Train Station opening; Administration and Operations items; Personnel; the FY2020 Annual Report; and the Library Capital Improvement Project. Upon questioning about the replacement of our departing Facility Manager, Mr. Finn reported that there has been a good response, thus far, to the posted position. There was a brief discussion about what the Board expects to see in the HGA presentation at the August 11, 2020 Board Meeting. The consensus was that HGA should present more detailed versions of both the double gable and classical designs.

#### UNFINISHED BUSINESS

No unfinished business.

#### NEW BUSINESS

No new business.

#### ADJOURNMENT

Trustee Lemke made a motion, seconded by Trustee Travers, to adjourn the meeting at 6:23 p.m. Motion carried unanimously with a roll call vote.

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Upcoming Meetings:

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

**/s/ JoAnn Desmond, Secretary (signed electronically due to COVID-19 pandemic)**

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JoAnn Desmond, Secretary

Minutes approved by the Board on August 11, 2020.