

**Lake Forest Library Board of Trustees**  
360 E Deerpath Road, Lake Forest, IL 60045  
Regular Meeting (Remote Access) Minutes  
7:30 p.m. September 8, 2020

CALL TO ORDER

President Wendy Darling called the meeting to order at 7:30 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 and the recording posted on the Library website.

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; Ed Finn, Head of Operations.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE AGENDA

Trustee Johnson made a motion, seconded by Trustee Grob, 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 Rose made a motion, seconded by Trustee Travers to approve the August 11, 2020 Meeting Minutes with the correction of a numerical typo. The motion carried unanimously with a roll call vote.

DISCUSSION AND APPROVAL OF THE AUGUST 2020 FINANCIAL REPORT

Director Lemmer provided a comprehensive report of the August 2020 financials in the board packet and inquired if there were any questions from Trustees. She reported that the City revenue is on target and tax payments have been received as expected. Ms. Lemmer indicated that all lines performed at or under budget and they continue to be cautious with expenditures. In response to a question by a Trustee, the Director indicated that there may be additional custodial expenses due to the extra cleaning required due to COVID-19. Trustee Lemke made a motion, seconded by Trustee Darling, to approve the August 2020 financial report as presented. The motion carried unanimously with a roll call vote.

DISCUSSION AND APPROVAL OF THE LAKE FOREST LIBRARY FOUNDATION FUNDS

President Darling reported that the first meeting of the Foundation Board is scheduled for September 14 and that there is a need for the Foundation to have funds to purchase Directors and Officers Insurance and other basic startup items to begin raising funds. After considerable discussion about the pros and cons of offering a loan versus a grant, Trustee Arnsen made a motion, seconded by Trustee Desmond, to issue a loan of \$10,000 to the Foundation in support of its efforts to accomplish the Library's mission. The motion carried unanimously with a roll call vote.

LIBRARY DIRECTOR REPORT

Director Lemmer referred the Trustees to her written report in the Board Packet where she reported on quantifiable metrics and anecdotal impacts of library operations during this time of COVID-19 and other updates. One of the Library's biggest recent COVID challenges is that recent research indicates that shelved or stacked books should now be quarantined for at least 7 days to fully eliminate the virus. Ms. Lemmer is also in discussion with the Friends of the Library about this extended quarantine recommendation to determine how they wish to proceed with their efforts.

Ms. Lemmer reported on the Library's FEMA application for nearly \$50,000 in reimbursable expenditures and conversations with the City about the potential capacity to share in its grant distributed through Lake County. Director Lemmer also indicated that the FY2020 audit is complete and she explained the All Staff session to educate library staff on the First Amendment Audit actions that are taking place in some western suburbs.

Director Lemmer provided an update on personnel including the qualifications of the new Facilities Manager, Chris Wheeler; the retirement and relocation of Children's Library Assistant, Mary Good; and, the resignation of Ross Shanley-Roberts, Head of Technical Services to pursue other opportunities.

Ms. Lemmer briefly summarized discussions with City Administrators about preparation for an October presentation before City Council to present the big picture of the library's plan for renovation and expansion. The City Administrators also advised the Director on community involvement related to the project.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

No new business.

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ADJOURNMENT

Trustee Travers made a motion, seconded by Trustee Darling, to adjourn the meeting at 8:14 p.m. Motion carried unanimously with a roll call vote.

Upcoming Meetings:

**Regular Board Meeting: October 13, 2020 7:30 p.m., Remote Access**

**/s/JoAnn Desmond, Secretary (e-signed due to COVID-19 Pandemic)**

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JoAnn Desmond, Secretary

Minutes approved by the Board on October 13, 2020.