

**Lake Forest Library Board of Trustees**  
360 E Deerpath Road, Lake Forest, IL 60045  
Regular Meeting (Remote Access) Minutes  
7:30 p.m. January 12, 2021

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 will be posted on the Library website.

ROLL CALL/CONFIRMATION OF ABILITY TO HEAR PROCEEDINGS

Trustees Present: Bryan Bertola, Wendy Darling, JoAnn Desmond, Elizabeth Grob, John F. Johnson, Andrea Lemke, David Rose, and Carrie Travers. Absent: Germaine Arnson. All yeas. 8 trustees in attendance, a quorum is present.

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

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD AND CORRESPONDENCE

No request to address the board.

ADDITIONS TO THE AGENDA

None

CONSENT AGENDA

- A. Approval of the Agenda
- B. Approval of the December 8, 2020 Meeting Minutes
- C. Approval of the December 2020 Financial Report
- D. Discussion and approval of Reference Services Policy, Home Bound Service Policy, and Collection Management Policy

Director Lemmer shared that revenue is pacing at about 98% of FY21 budget with some revenue lines not performing as well as expected. Expenses are pacing at 55% of FY21 budget. Overall, she stated that the budget is being well managed, and no issues are expected with expenses or revenues going forward as adjustments are being made in anticipation of the revenue shortfall.

Ms. Lemmer explained that as the Library staff worked through the review of *Serving our Public 4.0: Standards for Illinois Public Libraries* for the filing of the Per Capita Grant application, they identified a need for some new policies and to update existing antiquated ones. The three

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policies, Reference Services, Home Bound Delivery, and Collection Management were updated at the same time because the topics covered are related.

Regarding the Home Bound Policy, Ms. Lemmer shared that the Library has been providing this service for years and thought it prudent to have a policy that outlines the parameters of the service. She indicated that they would be fixing a typo in the form and, more importantly, after reflecting on the Reading History Log requirement, staff has determined it is more appropriate to edit the language to indicate that the Library may ask permission to keep a Reading History Log. If a Home Bound patron does not want the Library to maintain the Log, the Library will not do so.

Director Lemmer responded to questions from Trustee Johnson about the safety protocol for Home Bound deliveries and the process used to “thoughtfully curate” Library selections in the Collection Management Policy.

After discussion, Trustee Desmond made a motion, and Trustee Lemke seconded, to approve the Consent Agenda as presented. 8 yeas, motion carried with a roll call vote.

#### FACILITIES AND TECHNOLOGY REPORT (ED FINN, HEAD OF OPERATIONS)

Mr. Finn provided a power point with cost and service comparisons between the Library’s current Comcast cable provider and J.A. Communications (AT&T) for fiber services. He described how a fiber connection would address our current service issues and allow for increased innovation regarding library services, productivity, and overall operations management. The move to fiber would include the integration of the Library’s phone system, which would address reliability problems and allow for full implementation of the Microsoft Phone System.

In response to Trustee questions, Mr. Finn indicated that connectivity of the fiber could take anywhere from three weeks to three months. However, implementation would most likely be around two months.

Mr. Finn also shared that they are making progress on researching an app for catalogue and other library services. He explained the options and associated costs that are being explored. In response to a question from Trustee Johnson, Mr. Finn explained how a library user would get assistance if they had difficulty with the app technology, stating it would be similar to how the Library supports the other technology it provides for users. He also explained troubleshooting steps if issues were not related to usability.

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#### LIBRARY DIRECTOR REPORT

Prior to the commencement of the Director's Report, President Darling congratulated Director Lemmer, the Library staff, and the Board on earning the prestigious Library Journal Three-Star Award. Ms. Lemmer noted that it is truly a team effort and that receipt of the award demonstrates the Library's commitment to service.

Director Lemmer shared that the Library staff was studying how the Library will come back up to allow for in-person services. They are trying to understand who is not being served by not being physically open and how to address that issue. They are looking at neighboring libraries, school districts, and Covid-19 metrics for decision making. She estimated it would likely be sometime in February and hopes to avoid multiple services changes that confuse the public. Ms. Lemmer indicated that a new replacement bin would be ordered for the West side train station to make it more convenient for returning materials, especially when Deerpath Road is under construction.

Regarding the Capital Improvement Project, Director Lemmer indicated that they had a very good meeting with City administrators last week. The Library received clear direction about concerns and issues, so we know what we need to put together. It is basically putting together specifics about what it is going to be; what it is going to do; and that it is not going to be threatening to other institutions. Ms. Lemmer indicated that this can be done with existing Library resources. She shared the suggestion from Trustee Rose about creating a presentation about a Day in the Life of the Library. Additional meetings with HGA will be scheduled on the needed marketing pieces.

Director Lemmer indicated that residents agree on the need for an improved and expanded Library and acknowledged that there are challenges with what some in the community think the outside of the building needs to look like. The City believes that the processes it has in place will get us there.

Ms. Lemmer stated that the Gorton Board has invited the Library to make a presentation on February 8. She indicated that this would be a good opportunity to assure them that the Library and Gorton are vital partners and not competitors.

#### UNFINISHED BUSINESS

No unfinished business.

#### NEW BUSINESS

No new business. Trustee Johnson asked if there was anything that the Library Board could do to assist the Foundation Board. Director Lemmer indicated that the Library and the Community

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are so fortunate to have these five individuals working on behalf of the Library and that the Foundation's work was progressing well. She also reported that an informational letter about the project is being sent to the Hamill Family Foundation.

ADJOURNMENT

Trustee Darling made a motion, seconded by Trustee Johnson, to adjourn the meeting at 8:17 p.m. 8 yeas, motion carried.

Upcoming Meetings:

**Board Workshop, January 21, 2021, 6:00 p.m.**

**Regular Board Meeting: February 9, 2021 7:30 p.m., Remote Access**

**/s/ JoAnn Desmond, Secretary (e-signature due to COVID-19 pandemic)**

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JoAnn Desmond, Secretary

Minutes approved by the Board on January 21, 2021.