

LAKE FOREST LIBRARY BOARD OF TRUSTEES
Tuesday, March 19, 2024, 6:30 pm
Regular Meeting Minutes

CALL TO ORDER

President Jim Clifton called the meeting to order on March 19, 2024, at 6:30 pm in the Kasian Room, Lake Forest Library.

ROLL CALL

Trustees present: Jim Clifton, JoAnn Desmond, Josh Jackson, John F. Johnson, Bob Shaw (via video conferencing at 6:38 pm), Vince Sparrow, Heather Strong (arrived 6:35 pm) and Emily Van Bel. Trustee Sue Shattock absent. Eight trustees in attendance; a quorum was present.

Library staff present: Ishwar Laxminarayan, Executive Director; Heidi Krueger, Director of Patron Services; Sameer Notta, Finance Officer; Jim Lee, Facilities Manager; Lorie Rohrer, Head of Youth Services; Joy Schmoll, Head of Communications; Kate Buckardt, Head of Adult Services; Chad Clark, Head of Media Services; and newly hired staff members Susan Neil, John Lacson and Ming Lu.

APPOINT SECRETARY PRO TEM

Trustee Johnson moved and Trustee Jackson seconded to appoint Trustee Desmond as Secretary Pro Tem for this meeting. All ayes.

PRESIDENT'S REMARKS

President Clifton welcomed everyone to the meeting of March 2024 Library Board of Trustees. He shared that we have several interesting items for discussion today, especially a first review of the library's proposed budget for FY 2025 beginning May 1, and anticipated to be approved at the April 2024 board meeting. President Clifton also indicated that we would hear updates on the Strategic Planning process and a review of several facility enhancement projects in the library.

President Clifton announced that Trustee Shattock has informed him that her family would be relocating residency to Arizona and her last board meeting will be in June. Consequently, he appointed Trustee Jackson to join Trustee Shaw on the Strategic Planning Committee. He further confirmed that Trustees Strong and Van Bel would continue to serve on the Building Committee. President Clifton also appointed Trustees Jackson, Johnson, and Van Bel to serve on the Nominating Committee and targeted the annual election of Board officers for the May board meeting.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

CALL FOR ADDITIONS TO THE AGENDA

None

CORRESPONDENCE REPORT AND PATRON COMMENTS

President Clifton invited Executive Director Laxminarayan to share any highlights of the patron comments listed in the board packet. Director Laxminarayan addressed positive comments about the new design of the newsletter and the restoration of the murals. He also was most

moved by the visit and letter from the family of William Haberland and how they shared about what the library meant to him during his lifetime.

PRESENTATIONS

- a. New staff introductions. Chad Clark, Head of Media Services introduced new media staff members John Lacson and Ming Lu. Lorie Rohrer, Head of Youth Services introduced new staff member Susan Neil.
- b. Read *Between the Ravines*. Adult Services Librarian, Lydia Frank discussed this collaborative program, the process for the selection of books, and its evolution since its inception in 2019.
- c. Michelle DeGrace, Youth Services staff, shared information and answered questions about the new collection of Tonie Boxes that are very popular with young children ages 3 to 7.

APPROVAL OF THE CONSENT AGENDA

Trustee Jackson moved and Trustee Johnson seconded the motion to approve the Consent Agenda presented.

- a. Approve March 19, 2024, Agenda
- b. Approve February 13, 2024, Regular Meeting Minutes
- c. Approve February 2024 Financial Report

Omnibus Roll Call vote on items a through c. All Ayes. Motion passed.

BUILDING COMMITTEE

- a. Remisoff Murals Restoration. Trustee Strong provided an update on the completion of the murals restoration project and commented on the excellent outcome and the professionalism of the contractor. She extended kudos to Jim Lee for his helpful assistance throughout the project.
- b. Facilities Manager Jim Lee provided updates on the bid process for the Return Pump and Condensate Pump Replacement as well as the HVAC controls/building automation system projects. The bids should be ready for board approval at the April board meeting.

LONG RANGE PLANNING: DRAFT STRATEGIC PLAN – 2nd REVIEW

Executive Director Laxminarayan reviewed the second draft Strategic Plan in the packet and discussed changes from the last draft that reflected Board and staff feedback. They are continuously receiving comments from the community and the Plan reflects on-going public input and the results of the City-wide survey. Trustee Johnson offered two suggestions for edits in the document that were noted and would share any others with the Director after the meeting. There was considerable board discussion about how to track progress and how to make this a living document that reflects continuous improvement. Monthly or quarterly progress reports, as appropriate, would come to the board for updates. Trustee Shaw expressed his appreciation for the Director's leadership and his involvement of staff in the creation of the Strategic Plan. Director Laxminarayan shared that he would have another meeting with the staff following the Board meeting to further refine the document and asked for board members to give him any feedback as they review the draft. He expects it to be ready for approval at the April meeting.

FINANCE COMMITTEE- DRAFT FY 2025 – 1st REVIEW

Finance Committee Chair, Trustee Johnson reviewed the draft budget in the packet and answered questions from board members. He explained a meeting was held with the City's Finance Director, Elizabeth Holleb to coordinate with the City of Lake Forest regarding assumptions it is using for FY2025 tax revenues. Trustee Johnson pointed out that interest earned is now separated out from other Library revenue. He also clarified listings under operating expenditures. Trustee Johnson indicated that the budget presented to the board for approval in April would be a balanced budget.

FY 2025 GRANT REQUESTS TO THE FRIENDS OF THE LAKE FOREST LIBRARY

Trustee Desmond shared the FY2024 requests that the Friends approved for library funding that included a total of \$55,000 for the *Lake Forest Reads*, *Read Between the Ravines*, Children's Summer Reading, Archiving Library documents, and digitizing of the *Lake Forester*. In addition, in FY2024 the Friends approved the expenditure of up to \$250,000 for the restoration of the Remisoff murals and matching funds for a fundraising campaign for costs that exceed that amount. The Board expressed appreciation to the Friends for their invaluable support of the library.

Director Laxminarayan reviewed the Library's FY 2025 Grant Requests to the Friends that included enhancing services to west side residents (\$75,000); Programs (\$62,450); Community History (\$12,500); New Holiday Tradition (\$10,000); Cool New Stuff (\$9,500); and Staff Professional Development (\$10,000). The total grant requested was \$179,450. President Clifton indicated that the library would appreciate any support that the Friends can offer. The grant request is a part of the annual process for the library to identify items on its wish list to submit to the Friends for consideration.

Trustee Johnson moved to approve the FY 2025 grant request and graciously accept whatever the Friends offer us, Trustee Jackson seconded motion.

Voice vote. All ayes. Motion passed.

FY2025 BOARD OF TRUSTEES MEETING CALENDAR

Director Laxminarayan proposed an adjustment in the board meeting calendar for FY2025 moving the regular meetings from the second to the third Tuesdays of the month.

President Clifton called for a voice vote to approve the FY2025 calendar as presented.

All ayes. Motion passed.

LIBRARY OPERATIONS REPORT

Director Laxminarayan summarized highlights of the library operations report for February 2024. He mentioned the many positive comments about the redesigned newsletter. Joy Schmoll explained the new virtual tour program to explore the building and help people become more familiar with the building. Jim Lee mentioned that while repairing the wall damage behind the mural, it was discovered that there was a small amount of water penetration that seeped into the Friends Reading Room. It was repaired by the contractor while on the job. Kate Buckardt explained about the international books collection and Heidi Krueger compiled an interesting chart of turnover rates for the entire collection.

Lake Forest Library Board of Trustees

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EXECUTIVE DIRECTOR PERFORMANCE EVALUATION

Trustee Desmond reviewed the process and timeline for the executive director performance evaluation. Director Laxminarayan would have his self-evaluation sent to board members by April 26, 2024. At that time, President Clifton will email the performance evaluation to board members in an electronic format that allows it to be completed online and returned by May 8th for compilation. The board president and vice president will meet with Director Laxminarayan to share the results prior to the May board meeting. On May 21st in closed session, the board will discuss the evaluation results and determine a salary recommendation to be approved in open session at the public meeting.

UNFINISHED BUSINESS

None

NEW BUSINESS

ADJOURMENT

President Clifton called for a motion to adjourn.

Trustee Sparrow moved and Trustee Johnson seconded to adjourn the meeting at 7:59PM.

All ayes. Motion passed.



JoAnn Desmond, Secretary pro tem

Minutes submitted for approval by the Board on April 16, 2024

Next Meeting April 16, 2024