

LAKE FOREST LIBRARY BOARD OF TRUSTEES

360 East Deerpath Road, Lake Forest, IL 60045

Tuesday, April 16, 2024

Regular Meeting Minutes

CALL TO ORDER

President Jim Clifton welcomed all and called the meeting to order on April 16, at 6:30 p.m. in the Kasian Room, Lake Forest Library.

ROLL CALL

Trustees present: Jim Clifton, JoAnn Desmond, Josh Jackson (arrived 6:35 pm), John F. Johnson, Bob Shaw (remote), Sue Shattock (remote), Vince Sparrow, Heather Strong, Emily Van Bel. A quorum was present.

Library Staff present: Ishwar Laxminarayan, Executive Director, Heidi Krueger, Director of Patron Services, Jim Lee, Facilities Manager, Sameer Notta, Finance Officer, Lorie Rohrer, Head of Youth Services, Kate Buckardt, Head of Adult Services, Joy Schmoll, Head of Communications. Present for staff presentations were Tori Sergel, Head of Circulation and Choosri Goebel, Assistant Head of Circulation.

PRESIDENT'S REMARKS

President Clifton noted that this is the last meeting of FY 2024, a week after National Library Week which celebrates our nation's libraries and workers. He thanked our extraordinary staff for their devoted service to our community. Tonight's meeting includes discussion of the FY 2025 Budget and new Strategic Plan, central to the immediate and longer-term future of the library.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

CALL FOR ADDITIONS TO THE AGENDA

None.

CORRESPONDENCE REPORT AND PATRON COMMENTS

Executive Director Laxminarayan shared that patrons had described the Library as warm and welcoming, and there were kudos for the recent completion of the mural restoration. There was positive feedback on the newsletter re-design, as well as the new storytime schedule, which Lorie Rohrer, Head of Youth Services explained. The Library offers 6 weeks of storytime each season focusing on one age group. There is now going to be a special storytime for families every Thursday at 10am.

SPECIAL PRESENTATIONS

Jan Gibson, former President of the Board of Trustees and current Grants Committee Chair at the Friends of Lake Forest Library (FOLFL) shared that there had been a good turnout for the presentation of the restored murals on April 14. She also shared that the FOLFL had approved \$89,750 in grants for programs to the Library for FY2025. The Friends contributed \$260,000 for

the now completed Remisoff murals restoration, and another \$4,700 for the restoration of four art pieces in the Library's extensive art collection.

NEW STAFF INTRODUCTIONS AND PRESENTATION

Lorie Rohrer introduced new Children's Librarian Wendy Bering who knows and loves the Library having had family in Lake Forest. Dylan Eldridge was promoted from shelving in the Children's Department to Circulation Assistant upstairs, and Julie Arsenault has recently joined as Circulation Assistant in the Children's Department, a Lake Forest resident who wanted to return to work after bringing her kids here when they were small.

Technical Services Assistants Amy Begoun and Lynn Krambeer described their roles, which are making sure that books and other materials efficiently get to the shelves so patrons can find and borrow them. Amy is the first point of entry, and she inspects each item and then repairs or replaces them. She also ensures that acquisitions are ordered promptly and entered correctly in the database. After Technical Services, materials move to Lynn, who catalogues all of them. Last year this was more than 11,000 items. When items are removed from the database they are donated (e.g. Salvation Army), or to resellers of used books (Better World Books).

APPROVAL OF THE CONSENT AGENDA

Trustee Sparrow made a motion, seconded by Trustee Desmond, to approve the Consent Agenda (omnibus vote of matters 8(a) - 8(f):

- a. Approve April 16 Agenda
- b. Approve March 19, 2024 Regular Meeting Minutes
- c. Approve March 2024 Financial Report
- d. Approve Jan 9, 2024 Finance Committee Meeting Minutes
- e. Approve March 5, 2024 Finance Committee Meeting Minutes
- f. Approve April 9, 2024 Finance Committee Meeting Minutes

BUILDING COMMITTEE

Facilities Manager Jim Lee noted that he had received 2 bids for the Boiler Pumps, and more information was coming for the HVAC Controls. The boiler pumps (Return Pump and Condensate Pump replacement) have a lead time of 8-10 weeks,. Anchor Mechanical's bid was significantly less than Hill Mechanical's and gives the Library an opportunity to work with additional suppliers.

Trustee Strong made a motion to award the job to Anchor Mechanical for \$78,300, with an additional \$15,000 quoted if work needs to be done at night. The motion passed unanimously.

STRATEGIC PLAN

Trustees Jackson and Shaw reminded Trustees that the plan has been fine-tuned for some time by the staff and represents the strategic priorities identified last year and learnings from the City's Community Survey conducted last summer. This document is an action plan, and progress will be measured and reported against the plan over time.

Trustee Johnson pointed out that while accessibility is understood to be crucial, the goal to reach ADA compliance is not expressly addressed and could easily be added to Strategic Priority 2, item # 3 mentioning the elevator and other areas for improvement. Further, Trustee Johnson urged the staff to add the names of the community partners we have long worked with and will continue to do so in the future. Organization names would be added to the Appendix in the Community Profile.

Trustee Johnson moved to approve the Strategic Plan for 2024-2027 with the two amendments as suggested, seconded by Trustee Desmond. Motion passed unanimously on a voice vote.

FINANCE COMMITTEE

Executive Director Laxminarayan reviewed the 2025 FY Budget and emphasized that it also supports the new Strategic Plan. It includes increased funds for maintenance and capital expenditures for ADA compliance and other interior updates and exterior work on public spaces. Other priorities include consulting for Human Resources support, increased programming, and \$100,000 toward implementation of key strategic initiatives. These are all initiatives the public has long asked for and staff has recognized are needed. Coming on the heels of the dome completion and mural restoration, the Library is at a transformative moment. President Clifton is energized by the budget as it represents much-needed investment in the Library and expects the coming year to be an exciting one. The budget demonstrates the Library's commitment to investing in its people, programming and building.

Trustee Johnson made a motion, seconded by Trustee Desmond to approve the budget as presented. The motion passed unanimously.

NON-RESIDENT LIBRARY CARD

Trustee Jackson made a motion, seconded by Trustee Sparrow, to approve a non-resident fee of \$800.11 which is commensurate with what residents pay. Lake Forest College students get free cards when class is in session. So far there have been no purchases. The motion passed unanimously.

COMMERCIAL LANDSCAPE MANAGEMENT AGREEMENT

Trustee Desmond made a motion, seconded by Trustee Johnson, to approve the contract with Mariani Landscaping, at a cost of \$16,004.24 for the year, a moderate increase over last FY. The motion passed unanimously.

LIBRARY INSURANCE RENEWAL.

Trustee Johnson made a motion, seconded by Trustee Jackson, to approve the renewal of the Library's insurance policy with Hill & Stone at a cost of \$56,680, which is about a 12% increase over last year. Last year the policy was put out to bid and it was very hard to find providers willing to provide coverage given the age of the building and the many entities involved (property, liability, Trustees, FOLF, workers compensation, etc). This year's increase is moderate given pricing in the insurance market at present. The motion passed unanimously.

OPERATIONS REPORT

The Library will enhance its relationship with Lake Forest College through a three-part series the two organizations will present in the fall that explores the evolution of Artificial Intelligence and its profound impact on our lives, led by Chad Clark, Head of Digital and Innovation Services.

Tonight's meeting is the last for Sameer Notta, Finance Officer, since he will be leaving the Lake Forest Library to assume a larger role at the Evanston Public Library. The Library and the Board are grateful for Sameer's work since June 2021, supporting us in our daily operations and ensuring that Library Administration and the Board of Trustees have all the information they need to support major financial decisions. His last day will be Friday, May 3.

EXECUTIVE DIRECTOR PERFORMANCE EVALUATION

Evaluation of Executive Director Laxminarayan is underway, with the Director completing his self-evaluation form, which will then be sent to Trustees along with an electronic evaluation form for each Trustee to complete around April 26. The evaluation will be discussed in a closed session at the May 21 general meeting.

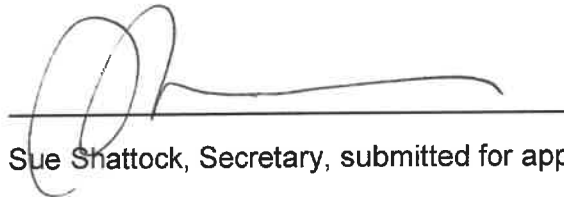
UNFINISHED BUSINESS

None

NEW OFFICER SLATE

Trustee Johnson has been in conversation with Trustees and will present the slate of officers at the next meeting.

Trustee Desmond made a motion, seconded by Trustee Johnson to adjourn the meeting at 8:44 pm.

A handwritten signature in black ink, appearing to be 'Sue Shattock', written over a horizontal line.

Sue Shattock, Secretary, submitted for approval by the Board on May 21, 2024

Next Meeting May 21, 2024