

## **LAKE FOREST LIBRARY BOARD OF TRUSTEES**

360 East Deerpath Road, Lake Forest, IL 60045

Tuesday, May 21, 2024

Regular Meeting

### CALL TO ORDER

President Jim Clifton welcomed all and called the meeting to order on May 21, at 6:32 p.m. in the Kasian Room, Lake Forest Library.

### ROLL CALL

Trustees present: Jim Clifton, JoAnn Desmond, Josh Jackson, John F. Johnson, Bob Shaw, Sue Shattock, 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, Lorie Rohrer, Head of Youth Services, Kate Buckardt, Head of Adult Services. Present for staff presentation was Emmy Neal, Teen Service Librarian.

### PRESIDENT'S REMARKS

President Clifton noted that this is the first meeting of the new FY 2025, and there a number of items that will require Board action today, including performance evaluation and compensation for Executive Director Laxminarayan.

### OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

### CALL FOR ADDITIONS TO THE AGENDA

None.

### CORRESPONDENCE REPORT AND PATRON COMMENTS

Director Laxminarayan noted that Trustees Strong and Johnson attended the Preservation Foundation Awards ceremony where the Library was awarded for its improvement and maintenance of our historic building. Trustees Shaw and Desmond attended the Boards and Commissions Dinner with the Mayor where the work the Library has done on the building and its continuing service to the community was appreciated.

### SPECIAL PRESENTATIONS

Emmy Neal shared the many programs offered to teens from life skills, exam prep, resume workshops and just generally hanging out space. Exam escape for high schoolers has been going on since 2017, and is invaluable as the high school closes at 4pm, so the Library and CROYA are essential for providing quiet workspace. Over 5 days in December, 1,437 kids came to study. The Library also offers support for kids in Language Arts summer school, as well as 86 different programs like Chess Club, a teen writing club called Storytellers, and games like Magic the Gathering.

Although the space on the mezzanine has been rearranged for teens and particularly group work, it is still cramped and there isn't enough seating. Additionally, the low ceiling reverberates noise, so when the area is full the sound travels to other parts of the Library. The lighting is old and occasionally strobos. All of this input will be taken into account as we move forward on assessing ways to redesign current space to be more efficient and repurposed for the way the Library is used today.

#### APPROVAL OF THE CONSENT AGENDA

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

- a. Approve May 21 Agenda
- b. Approve April 16, 2024 Regular Meeting Minutes
- c. Approve April 2024 Financial Report

#### BUILDING COMMITTEE

The return pump and condensate pump approved in the previous meeting should arrive in approximately 4 weeks.

#### COURTYARDS

Romy Lopat, resident and landscape architect presented her analysis of the courtyards and the maintenance and repair that is needed to restore these unique spaces. As the Board knows, the walls and foundations have deteriorated over the years as sprinklers placed too close to the walls and plantings also placed against the walls have matured. The hardscape needs repairs from being exposed to the exterior elements over the years. Trustee Strong mentioned that Wiss-Janney will be assessing the walls, pavers and the gates next month to determine what needs to be done to repair and upgrade them. Once they come back with their assessment, plans would be developed over the winter and repairs could begin next spring. In the meantime, Facilities Manager Jim Lee confirmed that maintenance of the Courtyards is part of our contract with Mariani Landscaping and he will alert them that this area needs more attention going forward. The Board talked about whether these spaces, which represent a lot of square footage, could be upgraded and converted to "rooms" providing more space for patrons, perhaps even more than seasonally. Kate Buckhardt mentioned that the staff had identified adding umbrellas and more comfortable seating in the past as a means of increasing usage of the space. This space, along with interior space, will be part of the overall assessment of the Library the Building Committee and Library staff will undertake with Wiss-Janney.

#### ELEVATOR

Jim Lee explained that the two proposals to modernize the elevator (installed in 1978) revealed that more work is needed to determine the best way forward. One from Schindler was quite robust and the other from American Hoist which currently maintains the system was less so, but the proposals revealed the improvement needed is more complex than we anticipated. Lee explained that an RFP will be issued in the next month to solicit more bidders with the plan to make a decision on supplier in 60 days. The plan is still to modernize the elevator we have.

## HVAC CONTROLS

Three bids were received for the HVAC Controls and Building Automation Software after an RFP was issued in February. This automated system has long been needed to centrally and efficiently manage heating and cooling of the building throughout the year for the Library's 3 boilers, 3 condensers and 5 air handling units. Heretofore, this was done manually, often to correct overheating from systems that are not connected and were installed at different times and was highly labor intensive. Integrated Building Automation provided the most detailed proposal, have an established relationship with Hill Mechanical which services our HVAC systems, is local, and their system will be compatible with any future expansion the Library undertakes. Jim Lee made several site visits to other libraries and heard positive reports in terms of quality and responsiveness about Integrated. Integrated will be able to install prior to the need for heating.

Trustee Jackson made a motion, seconded by Trustee Johnson, to approve Integrated Building Automation to provide the HVAC Controls and Building Automation System at a total of \$300,000. This represents \$274,425 for the system, as well as \$7,700 for balancing post-installation (essential for HVAC work). The balance is contingency and will likely not be used. The motion passed unanimously.

## BOARD OF TRUSTEES OFFICER SLATE

The nominating committee (Trustees Van Bel, Johnson and Jackson) recommended the slate below for the coming year (July 1, 2024-June 30, 2025, President Jim Clifton, Vice President JoAnn Desmond, Secretary Emily Van Bel, Treasurer Vince Sparrow.

Trustee Johnson made a motion, seconded by Trustee Jackson to approve the above slate. The motion passed unanimously.

## NEW VENDING MACHINE

The staff has investigated replacing the aging vending machine in the West Train Station as a means of extending our services on the west side of town. This would be an upgrade that would provide more than just books, allow for picking up holds (as well as drop-offs) and other benefits like extra copies of popular titles. This unit is portable so can be used in various locations and is used by many libraries. Since the pricing is designed for purchase not lease, and the labor implications for customizing the offering is unknown, the Board suggested staff further investigate these issues with Libraries that own a system before proceeding.

## NEW BOARD COMMITTEES

President Clifton announced he would be adding a Personnel and Policies Committee to support Director Laxminarayan and staff during the busy year ahead as staff executes against the recently approved strategic plan. Trustee JoAnn Desmond and our newly appointed trustee Garth Pearson have agreed to serve on this committee. This brings standing committees to a total of 4 with the other 3 being Finance, Building and Long Range Planning.

## LIBRARY OPERATIONS

Director Laxminarayan shared that the recent Read Between the Ravines event this year focusing on mental health had 80 attendees at the History Center location. Jan Gibson's program on the history of

the Remisoff murals was also well attended with 83 guests, and she also presented at the Green Oaks Sheraton location for those who couldn't come to the Library. As part of the solar eclipse, the Library handed out 750 eclipse glasses. The Library will be presenting a 3-part program on Artificial Intelligence this fall, in partnership with Lake Forest College. The Library continues to be well used by the community with activity (visits, database use, items circulated, program attendance, etc) up versus April last year as well as year-to-date versus year ago.

UNFINISHED BUSINESS

None

President Clifton adjourned the meeting so the Board could move into Executive Session at 8:32 pm pursuant to 5 ILCS 120/2 (c)(1) regarding performance evaluation and compensation of the Executive Director.

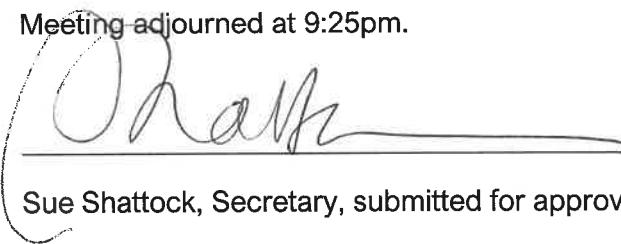
The Board meeting reconvened at 9:24pm.

ROLL CALL

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

Trustees agreed that Director Laxminarayan had accomplished a great deal in only his first year, among which includes completing the dome project, leading the Board and staff through development and approval of the new strategic plan, and fully embracing all key constituencies including our patrons, neighbors, other community organizations and town leadership. His package is currently below comparable library directors. Trustee Shaw made a motion, seconded by Trustee Sparrow to approve the following package for Director Laxminarayan: additional \$20,000 to bring his base salary to \$167,000 consistent with current market conditions, \$6000 (grossed up for taxes) reimbursement for incremental moving expenses, and a one-time performance bonus of \$10,000. All payable as of May 1. The motion passed unanimously.

Meeting adjourned at 9:25pm.



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Sue Shattock, Secretary, submitted for approval by the Board on June 18, 2024

Next Meeting June 18, 2024