

LAKE FOREST LIBRARY BOARD OF TRUSTEES

360 East Deerpath Road, Lake Forest, IL 60045

Tuesday, June 18, 2024

Regular Meeting

CALL TO ORDER

President Jim Clifton welcomed all and called the meeting to order on June 18 at 6:33p.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 (remote), Emily Van Bel. A quorum was present.

Library Staff present: Ishwar Laxminarayan, Executive Director, Jim Lee, Facilities Manager, Heidi Krueger, Director of Patron Services, Lorie Rohrer, Head of Youth Services, Kate Buckhardt, Head of Adult Services.

PRESIDENT'S REMARKS

President Clifton asked Trustee Desmond to report on the Friends of Lake Forest Library board meeting. Trustee Desmond noted that recent Children's Book Sale netted just over \$10k and reminded the Board of the annual Book Sale this year on September 12-15. She shared that the Friends will be looking for an Executive Director as more support for the organization is needed than volunteers can give. The Friends have assets of over \$1 million.

This was the last meeting for Trustee Sue Shattock, current Secretary, who has served 3 years. New Trustee Garth Pearson will begin serving at the July meeting.

CALL FOR ADDITIONS TO THE AGENDA

The Board agreed to keep the July meeting given the number of initiatives currently underway.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

CORRESPONDENCE REPORT AND PATRON COMMENTS

Director Laxminarayan shared that the recent plant brochure was well-received. Kate Buckhardt and Lorie Rohrer updated the Board on the Summer Reading Program which is already off to an excellent start with 408 signed up on the first day, compared to 178 last year. When certain milestones are reached, children earn raffle tickets entitling them to a drawing of 9 different prizes. Adults can earn gift cards at local retailers and the grand prize is a Book of the Month Club membership at the Lake Forest Bookstore. The Storywalk this year is art themed, reinforced at the Arty Party on July 27 on the front lawn. Activities include a magician, ice cream and foam (which was a big hit at the anniversary party last year).

APPROVAL OF THE CONSENT AGENDA

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

- a. Approve June 18 Agenda
- b. Approve May 21, 2024 Regular Meeting Minutes
- c. Approve May 2024 Financial Report

FINANCE COMMITTEE

Trustee Sparrow recommended the Board approve the draft Memorandum of Understanding (MOU) between the Library and the City to use the City's investment policy going forward. The City has the structure in place and handles all accounting so this is the most efficient approach. Current reserves exceed \$3 million after covering capital projects, and don't take advantage of the higher rate environment for longer term investments which is expected to change later this year. These are not funds that will be needed for 3 years or more, so maximizing returns is the most prudent use of these funds, particularly as it can be achieved without adding risk or reducing liquidity. The Board also designated Director Laxminarayan as Investment Officer, working with the Finance Committee. The City will be informed prior to the next City Council meeting July 15, where it will be approved.

Trustee Desmond made a motion, seconded by Trustee Shaw, to approve the Draft MOU with the City of Lake Forest, adopt the City's Investment Policy and naming Director Laxminarayan as Investment Officer. The motion passed unanimously.

BUILDING COMMITTEE

ELEVATOR

The Board approved the proposed RFP for modernizing the elevator, modified to include a timeline of key milestones so impact on daily operations can be planned for, and a commitment to complete the project no later than January 31, 2025.

Trustee Johnson made a motion, seconded by Trustee Desmond, to approve the RFP with the suggested modifications. The motion passed unanimously.

RETURN PUMP AND CONDENSATE PUMP REPLACEMENT

Facilities manager Jim Lee announced that the above will be installed the second week in July.

HVAC CONTROLS AND BUILDING AUTOMATION

In last month's meeting the Board awarded the above project to Integrated Building Automation and work will begin at the end of June. The project will take 4—6 weeks and will generate energy savings and free up staff by centralizing and automating control of the Library's 3 boilers, 3 condensers and 5 air handling units.

FENCE PROJECT

The Library has had initial discussions with the City and all bordering neighbors to discuss extending our existing fence so the boundary is consistent and including a small cut out for visibility at the driveway and sidewalk junction. The Library will also investigate with ComEd potentially burying the transformer. The Building Committee will work with all stakeholders to complete this project.

EXTERIOR COURTYARDS RESTORATION PROJECT

Trustees Strong and Van Bel shared a proposal to hire Wiss Janney Elstner to investigate what it will take to restore the courtyards and the landscaping therein. The process would work the same as it did for the Dome restoration, so would begin with an exploration of the current condition of the walls, foundations and paving. The Board discussed the process and timeline, and agreed fact-finding should begin immediately, allow for community and landscaping input once Wiss Janney has returned with findings, and then when a plan and budget is approved, would progress to drawings during the winter, with construction work commencing next spring.

Trustee Johnson made a motion, seconded by Trustee Desmond , to approve no more than \$50,000 for WJE to begin the Investigation and Schematic Design for the Courtyards project. This includes fees of \$41,500 with \$8,500 for contingencies. The motion passed unanimously.

NEW VENDING MACHINE

The Board approved the purchase of a new vending machine/Kiosk for the west side train station, to start to extend services to patrons who live further away. Director of Patron Services Heidi Krueger had spoken with other libraries who had purchased the unit and endorsed it. Not only is it portable so can be placed in a variety of locations, but also offers pick up of holds, and multiple other materials. It will take 8-12 weeks to be up and programmed. Once up and running, this gives the Library an opportunity to promote its commitment to serve the entire community.

Trustee Sparrow made a motion, seconded by Trustee Shaw to purchase the ILS unit, at a cost of \$69,400. The motion passed unanimously.

OPERATIONS REPORT

The staff is busy with summer programs and is happy to announce the hiring of part-time staffer Breen Tivnan for Adult Services. She will also be trained in Youth Services to allow for maximum flexibility. Recently hired full-time staffer Maddi Wenc will be starting at the end of July, and recently retired Children's Services Librarian Kathy Wellington will be returning part-time. Interviews with other potential full-time staffers will continue this week. Director Laxminarayan announced that a new Business Manager (to replace Sameer), will be coming in for the final interviews shortly, and the Director invited a representative from the City to join and provide input as so much of the job includes working with the City. Director Laxminarayan also shared that they are looking for a Facilities Assistant to support Jim Lee and his team given the number of projects underway and schedule for this year.

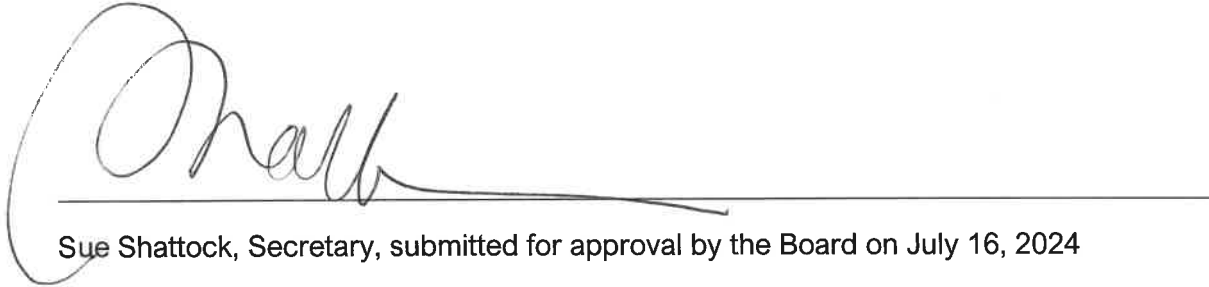
UNFINISHED BUSINESS

None

NEW BUSINESS

None.

Trustee Desmond made a motion, seconded by Trustee Shattock, to adjourn the meeting at 8:14pm.

A handwritten signature in cursive script, appearing to read "Shattock", is written over a horizontal line. The signature is fluid and extends to the right of the line.

Sue Shattock, Secretary, submitted for approval by the Board on July 16, 2024

Next Meeting July 16, 2024