

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

**360 East Deerpath Road, Lake Forest, IL 60045**

**Tuesday, July 16, 2024**

### **Regular Meeting**

#### CALL TO ORDER

President Jim Clifton welcomed all and called the meeting to order on July at 6:33p.m. in the Kasian Room, Lake Forest Library. In the absence of Secretary Van Bel, Trustee Clifton asked for a motion to appoint Trustee Jackson as Secretary Pro Tem for this meeting. Trustee Johnson made the motion, seconded by Trustee Desmond. The motion passed unanimously.

#### ROLL CALL

Trustees present: Jim Clifton, JoAnn Desmond, Josh Jackson, John F. Johnson, Bob Shaw, Garth Pearson, Vince Sparrow, Heather Strong. A quorum was present.

Trustee absent: Emily Van Bel

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

#### PRESIDENT'S REMARKS

President Clifton welcomed new trustee Garth Pearson and commented on the trustees who had be re-approved for new terms.

#### CALL FOR ADDITIONS TO THE AGENDA

Director Laxminarayan corrected a typographical error in the agenda.

#### OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

#### CORRESPONDENCE REPORT AND PATRON COMMENTS

Director commented on some of the patron comments in the materials. He also commented on creating opportunities for public use of spaces in the library. shared that the recent plant brochure was well-received. Ms. Krueger also commented on the subject.

#### PRESENTATION BY TRUSTEE JOHNSON

Trustee Johnson provided information regarding the Northern Suburbs "Meet and Greet" for library directors and board members with State Senator Julie Morrison and State Representative Bob Morgan. He commented about trends and issues regarding infrastructure challenges, security, patron attendance / participation trends, and legislation. Trustee Strong asked if we needed to take steps to address any security issues, including communicating with other organizations regarding how to manage related issues. Director Laxminarayan and Mr. Lee spoke about some of their experiences in managing difficult or disruptive patrons.

#### APPROVAL OF THE CONSENT AGENDA

Trustee Jackson made a motion, seconded by Trustee Johnson, to approve the Consent Agenda (omnibus vote of matters 10(a)-10(e)):

- a. Approve July 16, 2024 Agenda
- b. Approve June 18, 2024 Regular Meeting Minutes
- c. Approve June 2024 Financial Report
- d. Approve June 24, 2024 Building Committee Meeting Minutes.
- e. Approve July 1, 2024 Building Committee Meeting Minutes

The omnibus vote was approved unanimously by all Trustees in attendance.

#### FINANCE COMMITTEE

Trustee Sparrow commented that City Council approved the MOU contained in the board packet, advised that he would be meeting with Elizabeth Holleb, the Finance Director and Treasurer for the City of Lake Forest to discuss financial investments.

#### BUILDING COMMITTEE

##### **ELEVATOR**

Mr. Lee provided an update regarding the bid process for the elevator repairs and upgrades, and anticipates that the board will be in a position to vote on which vendor to use at the upcoming August board meeting. The project is expected to be completed by January 30, 2025.

##### **RETURN PUMP AND CONDENSATE PUMP REPLACEMENT**

Mr. Lee announced provided an update on the pump replacement, and noted that the project was ahead of schedule.

##### **HVAC CONTROLS AND BUILDING AUTOMATION**

Mr. Lee advised that the vendor has been out to the library to begin their work, including installation of sensors; he believes that the work will be completed in 4 – 6 weeks. Trustee Strong indicated that the new controls should not be tested in extreme weather conditions.

##### **FENCE PROJECT**

Trustee Strong commented regarding the fence project. The Building Committee has met with the neighboring property owners about matters such as fence location, and placement of a walkway between the condominium buildings and the library. The next step in the process is to verify the property line. Trustee Shaw and Mr. Lee discussed issues related to the placement of the walkway between properties and related issues such as grading (raised by Trustee Shaw). Trustee Johnson asked if there has been agreement regarding where the walkway will be placed, and Trustee Strong indicated that is being discussed and they have asked an engineer to provide advice on the issue. Trustees reviewed a proposed blueprint of the issue and discussed issues related to pedestrian safety and visibility.

##### **EXTERIOR COURTYARDS RESTORATION PROJECT**

Trustees Strong discussed a meeting today with Wiss Janney Elstner (WJE) to start on the courtyard restoration project. She discussed how WJE would probe / assess various areas for age

and/or water damage. WJE is hoping to have its report prepared by September, through which WJE will advise the Board as to a course of action and options related to the project.

#### ILLINOIS PUBLIC LIBRARY ANNUAL REPORT

Director Laxminarayan discussed the IPLAR annual report and highlighted various features. He commented that one item caught his attention – safeguarding Library funds. He indicated that the Library would be seeking bids for a surety bond for \$2.5 million. Trustee Clifton and Director Laxminarayan discussed matters related to insurance.

Trustee Strong asked about who was customarily the custodian of the library's funds. Trustees Clifton, Desmond, and Sparrow discussed with Director Laxminarayan the need for insurance and/or surety bond with respect to the library's funds, including the need for the city to have insurance related to library funds the city is holding. The matter will be discussed further at the Finance Committee meeting tomorrow.

Director Laxminarayan indicated that the library is seeing increased usage, and the website traffic was reduced. Head of Communications Joy Schmoll discussed reasons why website sessions may be decreased, including Google changing algorithms and patrons using the library app, which would not necessitate a website session. She also indicated that more individuals are using artificial intelligence search results in lieu of visiting websites. Ms. Schmoll answered questions from trustees including Trustee Desmond regarding use of the website and the library app.

#### OPERATIONS REPORT

Director Laxminarayan discussed highlights of the operation report materials provided in the board packet, including discussion of use of services by children and a 300% increase in use of certain services by teens. Ms. Schmoll discussed consolidation of non-book materials including Nintendo Switch consoles, headphones, and digital magnifiers. Director Laxminarayan spoke about upcoming events including lunch with the Mayors; he also reviewed the usage numbers and noted that the library is tracking well in relation to last year's numbers.

#### UNFINISHED BUSINESS

Trustee Desmond indicated that the Friends of Lake Forest Library have retained Karey Walker as a consultant to help enhance and streamline their processes, and indicated that suggestions could be provided to Ms. Walker.

#### NEW BUSINESS

Director Laxminarayan provided updated materials and a survey for the City's Strategic Plan and encouraged all to complete the survey provided.

Trustee Desmond made a motion, seconded by Trustee Shaw, to adjourn the meeting at 7:47pm. The motion passed unanimously.

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Joshua Jackson, Secretary *Pro Tem*  
Submitted for approval by the Board on August 20, 2024

Next Meeting August 20, 2024