

LAKE FOREST LIBRARY BOARD OF TRUSTEES

360 East Deerpath Road, Lake Forest, IL 60045

Tuesday, August 20, 2024

Regular Meeting

CALL TO ORDER

President Jim Clifton welcomed all and called the meeting to order on August 20 at 6.32 p.m. in the Kasian Room, Lake Forest Library.

ROLL CALL

Trustees present: Jim Clifton, JoAnn Desmond, John F. Johnson, Robert Shaw, Garth Pearson, Vince Sparrow, Heather Strong, Emily Van Bel. A quorum was present.

Trustee absent: Josh Jackson

Library Staff present: Ishwar Laxminarayan, Executive Director, Assistant Facilities Manager, Bledian Ajroja, Heidi Kruger, Head of Communications, Kate Buckardt, Head of Adult Services, Lorie Rohrer, Head of Youth Services, Joy Schmoll, Head of Communications, Leotrim Hamza, Business Manager, Vannessa Powell, Adult Services, Breen Tivnan, Adult Services, Nick Rosales, Facilities.

PRESIDENT'S REMARKS

President Clifton expressed gratitude to Trustees Desmond and Jackson for filling in for Secretarial duties. He extended thanks to the library staff for the Arty Party and other events. President Clifton also encouraged board members to attend more events and to interact with Library staff more regularly.

CALL FOR ADDITIONS TO THE AGENDA

None.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Karey Walker from the Friends of the Library discussed her background as the new Executive Director of the Friends their upcoming book sale next month.

DEPARTMENT UPDATES

Adult Services- Ms. Buckardt announced that the department is now fully staffed and introduced Vannessa Powell and Breen Tivnan who expressed excitement about joining the team.

Facilities- Mr. Ajroja introduced a new facilities employee Nick Rosales, who is happy to be part of the team.

Business Office- Director Laxminarayan introduced the new business manager Leotrim Hamza, who is excited to join the staff.

CORRESPONDENCE REPORT

President Clifton acknowledged the Reed family for their generosity. Director Laxminarayan discussed positive feedback from patrons regarding recent programming. Trustee Shaw inquired about the origin of program ideas, leading to a discussion on the collaborative process involving the library staff.

CONSENT AGENDA

Minor edits were recommended by Trustee Strong and Director Laxminarayan of which Director Laxminarayan agreed to make the necessary revisions. Trustee Shaw made a motion, seconded by Trustee Johnson to approve the Consent Agenda. The vote was approved unanimously by all Trustees in attendance.

FINANCE COMMITTEE

Trustee Sparrow reported on the current investment strategy. Trustee Johnson ensured that funds are allocated for upcoming Building Committee projects. Questions were raised about the security of some investments, with follow-up actions planned from Finance Committee.

BUILDING COMMITTEE

ELEVATOR

Trustee Strong discussed the elevator refurbishment, confirming the project will include necessary modifications while staying within the original scope. American Hoist was recommended as the preferred contractor and a contingency fund was suggested. Trustee Strong made a motion to award the bid to American Hoist for a total cost of \$175,305 and include a contingency of \$30,000 for unforeseen expenses. Trustee Desmond seconded the motion which was passed unanimously by all Trustees in attendance.

COURTYARD

Mr. Ajroja provided an update on the courtyard project. Wiss Janney will present a report in mid-September.

ADDITIONAL ITEMS

Trustee Strong discussed future landscaping considerations and mentioned the shared fence with the development to the north. President Clifton commented on the landscaping at the back of the building and inquired about potential improvements. Director Laxminarayan mentioned an unexpected city project to fix the sidewalks in front of the library which the library managed effectively.

OPERATIONS REPORT

Director Laxminarayan highlighted a busy month with the summer reading program and media lab classes. He mentioned upcoming programs, including a Friends appreciation and Murals Celebration next month. Staff visited other libraries during Lake Forest Day to meet counterparts and evaluate features they liked or disliked. They will present their findings to the Board at next month's meeting.

UNFINISHED BUSINESS

Trustee Shaw asked about post-COVID visitation statistics. Ms. Kruger reported an increase in visits. Trustee Johnson requested a three-year trend analysis comparing visitation statistics internally and with other institutions.

NEW BUSINESS

Trustee Desmond encouraged trustees to participate or volunteer for The Friends book sale. Trustee Strong mentioned an early preview of the book sale available to Trustees.

Trustee Desmond made a motion, seconded by Trustee Sparrow, to adjourn the meeting. The motion passed unanimously by all trustees in attendance. Meeting adjourned at 7.46 p.m.



Emily Van Bel, Secretary

Submitted for approval by the Board on September 17, 2024

Next Meeting September 17, 2024