

LAKE FOREST LIBRARY BOARD OF TRUSTEES

City Hall Chambers, 220 E Deerpath Road, Lake Forest, IL 60045

Tuesday, December 17, 2024, 6:30 pm

Regular Meeting

The Lake Forest Library provides members of the public present at the meetings with an opportunity to participate in the meeting. No prior registration is necessary. The meeting agenda and materials are available on the Library website. The meeting's minutes are available on the Library website after they are approved by the Library Board of Trustees. Current and past meeting information, including recordings, is available at: [Board Meetings & Minutes | Lake Forest Library](#)

Agenda

1. Welcome and Call to Order
2. Roll Call
3. President's Remarks
4. Call for Additions to the Agenda
5. Opportunity for the Public to Address the Board
6. Correspondence Report and Patron Comments
7. Consent Agenda (omnibus vote on matters 7(a) - 7(d):
 - a. Approve December 17, 2024 Agenda
 - b. Approve November 19, 2024 Regular Meeting Minutes
 - c. Approve November 2024 Financial Report
 - d. Approve December 11, 2024 Finance Committee Meeting Minutes
8. Presentations:
 - a. 2024 Property Tax Levy - City of Lake Forest Finance Director Elizabeth Holleb
 - b. Illinois Library Association Legislative Meet Up – Trustee John F. Johnson
 - c. Library Exterior Courtyards Restoration – Ken Itle, Associate Principal, Wiss Janney Elstner (WJE) Associates
9. Building Committee:
 - a. Approval of Proposal for Design Development/Construction Document Services for Library Exterior Courtyards Restoration from WJE Associates
 - b. Other Projects
10. Finance Committee
 - a. Acknowledge and Accept Receipt of FY 2024 Annual Audit Report
 - b. Approval of 2024 Property Tax Levy for FY 2026
 - c. Library/City of Lake Forest Memorandum of Understanding
11. 2025 Library Calendar
12. 2025 Board of Trustees Meeting Calendar
13. Library Operations Report
14. Unfinished Business
15. January 21, 2025 and February 18, 2025 Board Meetings
16. New Business
17. Adjournment.

Upcoming Meetings: Regular Board: January 21, 2025.

Special meetings may be called at any time with proper notice pursuant to the Library's bylaws. Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

PUBLIC COMMENT AT BOARD MEETINGS POLICY

The Illinois Open Meetings Act provides in Section 2.06 that at meetings of public bodies, "any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body." 5 ILCS 120/2.06(g).

The Board of Trustees welcomes public participation. This policy provides the following rules and guidelines for public participation at its meetings.

Individuals attending board meetings must conduct themselves with respect and civility toward others. Abusive, profane, threatening, or harassing language and/or personal attacks will not be permitted. The Board President or presiding officer may prohibit further comment at the meeting by a speaker whose remarks violate this rule.

Public comments are permitted during the time designated on the Board of Trustees meeting agenda, unless otherwise directed by the Board President.

The Board President determines the order in which speakers will be recognized.

When recognized by the Board President, the speaker should begin by stating his or her name and address.

Public comments will ordinarily be limited to three (3) minutes per speaker. The Board President shall have discretion to modify this time limit, as well as to limit repetitive comments.

Members of the public will not be allowed to speak a second time until all members of the public who wish to speak have been allowed to do so. The Board President will determine whether second public comments will be permitted, and if so, the appropriate amount of time for public discussion, and will end public comment at his/her discretion.

Board members are not obligated to respond to comments from the public. Issues requiring possible action by the board may be added to a future meeting agenda, and issues that can be addressed by library administration will be noted.

A copy of these guidelines will be placed next to the sign-in sheet made available to members of the public at the entrance to board meetings.

Petitions or written correspondence directed to the board shall be presented to the board by the Board President or Secretary at the next regularly scheduled board meeting.

Minutes are a summary of the board's discussion and actions. Speaker requests to append written statements or correspondence to the minutes are not favored. Generally, written materials presented to the board will be included in the library's files rather than in the minutes. The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in these guidelines. *(Approved by the Library Board of Trustees January 9, 2018.)*