



Lake Bluff Public Library
Library Board of Trustees Meeting
Tuesday, January 14th at 7 PM
123 E. Scranton Avenue, Lake Bluff, Illinois 60044

Notice: This meeting of the Lake Bluff Library Board of Trustees was held with a quorum of Trustees physically present. The meeting was simulcast for any members of the public who did not wish to attend the meeting in-person at the Lake Bluff Public Library building. Guidelines and access codes were published before the meeting so members of the public could log in. The meeting was recorded, with the recording made available through the Library's website. As required by law, at least one representative from the Library was present at the Library while participating in the meeting.

1. **Call to Order:** Board President Bonnie Shaul called the meeting to order at 7:03 pm.
2. **Roll Call:** Trustees Graziano, Friedeman, Jardine, Hayes, and Shaul were present. Trustee Jerch attended remotely. Trustee Zaute was absent. Interim Library Director David Seleb and staff member Anthony Garriga were also present. Eliza Jarvi and Jillian Chapman attended virtually.
 - a. Trustee Shaul moved to approve Trustee Jerch's attendance remotely; Trustee Jardine seconded. All voted aye.
3. **Additions & Corrections to the Agenda:** There were none.
4. **Opportunity for Public to Address the Board:** There was none.
5. **Approval of Library Board Meeting Minutes:**
 - a. Trustee Jardine moved to approve the November 19th, 2024 Board Meeting minutes, Trustee Jerch seconded; Trustees Shaul, Friedeman, Jerch, and Jardine voted aye; Trustee Hayes & Graziano abstained.
6. **Library Director Updates:** Interim Library Director David Seleb provided an overview of November and December 2024 happenings at the library and monthly usage statistics, including an update on the new Building & Grounds Maintenance team member who was onboarded last week. The Library has an application into the Village Architectural Review Board for approval to replace nine exterior lights by Highland Park Electric. An agreement was signed for asbestos abatement with Midwest Environmental Consulting Services, which will be paid for using the State of Illinois grant funds. The FY2025 Per Capita Grant has been submitted in advance of the upcoming deadline.
7. **November & December 2024 Financial Reports**
 - a. Trustee Hayes moved to approve the November and December 2024 Detailed Revenue & Expenditure Reports, Trustee Friedeman seconded; all voted aye.
 - b. Trustee Friedeman moved to approve the November and December 2024 Monthly Check Disbursement Report with checks numbered 16324 – 16382, Trustee Hayes seconded; Trustee Shaul, Jardine, Hayes, Graziano and Friedeman voted aye. Trustee Jerch abstained.



8. Committee Reports

(Met)

- a. **Human Resources Committee (CHAIR: Graziano MEMBERS: Jerch):** Trustee Graziano provided an overview of the HR Committee's executive director search via Deiters & Todd. The Board met with 5 semi-final candidates last week via Zoom and selected the 2 final candidates who will attend interviews on February 1st. Trustee Graziano also reviewed a proposal from HR Source to conduct a personnel policy review for legal compliance.
- b. **Finance and Technology Committee (CHAIR: Hayes MEMBERS: Shaul, Zaute):** Trustee Hayes provided an overview of the Finance & Technology Committee, which discussed creating a levy "roadmap" process to guide the timeline for levy preparation. The committee also discussed possible budget adjustments to make based on actuals.
- c. **Building and Grounds Committee (CHAIR: Jerch MEMBERS: Jardine, Shaul):** Trustee Jardine provided an update regarding the asbestos abatement and parking lot lighting project.

(Did Not Meet)

- d. **Bylaws & Policy Committee (CHAIR: Friedeman Members: Zaute)**
- e. **Engagement Committee (CHAIR: Jardine MEMBERS: Graziano)**
- f. **Intergovernmental Committee (MEMBERS: Jerch, Grassi)**
- g. **Long Range Planning Committee (CHAIR: Shaul MEMBERS: Friedeman)**

9. Additional Reports

- a. **Lake Forest – Lake Bluff Chamber of Commerce January 17 Event:** Trustees Shaul & Friedeman will be attending the Lake Forest/Lake Bluff Chamber of Commerce lunch, as well as Director Seleb and Jillian Chapman.
- b. **Deiters and Todd Director Search Update:** Updates were provided through the HR Committee update.

10. New Business

- a. **Corporate Grant Opportunity for STEM Programs:** Trustee Shaul proposed that the Library consider approaching Abbott/Abbvie for sponsorship of technology upgrades.
- b. **Approve Intergovernmental Agreement with the Village of Lake Bluff:** Trustee Jerch moved to approve the Intergovernmental Agreement between the Village of Lake Bluff and the Lake Bluff Public Library. Trustee Hayes seconded; Trustees Shaul, Hayes, Friedeman, Jerch, Graziano, and Jardine voted aye.

11. **Library Correspondence:** Interim Library Director David Seleb provided an overview of Library correspondence, including comment cards and social media reflections.

12. **Executive Session(s) if needed:** There was none.

13. **Any and all other business which may properly come before the Board:** There was none.

14. **Adjournment:** Trustee Friedeman moved to adjourn the meeting at 8:36 pm, Trustee Jardine seconded; all voted aye. The meeting adjourned at 8:36 pm.



Respectfully submitted,
Alexandra Friedeman
Secretary