



**Lake Bluff Public Library**  
**Library Board of Trustees Meeting**  
**Tuesday, November 19th 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 7:00 pm.
2. **Roll Call:** Trustees Friedeman, Jardine, Jerch, and Shaul were present. Trustee Zaute arrived to participate at 7:02 pm. Trustees Graziano and Hayes were absent. Interim Library Director David Seleb and staff member Anthony Garriga were also present. Jillian Chapman and Eliza Jarvi attended virtually.
3. **Additions & Corrections to the Agenda:** There were none.
4. **Opportunity for Public to Address the Board:** Joan Cordeniz, a member of the public, addressed the Board with concerns regarding next steps for the Library's long-term financial and facility sustainability, including future opportunities such as referendum.
5. **Approval of Library Board Meeting Minutes:**
  - a. Trustee Shaul moved to approve the October 15th, 2024 Board Meeting minutes, Trustee Jerch seconded; Trustees Shaul, Friedeman, Jerch, and Jardine voted aye; Trustee Zaute abstained.
6. **Library Director Updates:** Interim Library Director David Seleb provided an overview of October happenings at the library and monthly usage statistics, including an update on the grant to fund the security system which will require asbestos abatement prior to completion. The state grant may be reallocated to asbestos remediation prior to the expiration of funds in 2025.
7. **October 2024 Financial Reports**
  - a. Trustee Jerch moved to approve the October 2024 Detailed Revenue & Expenditure Report, Trustee Jardine seconded; all voted aye.
  - b. Trustee Jerch moved to approve the October 2024 Monthly Check Disbursement Report with checks numbered 16242-16323 and a request for Interim Director Seleb to provide information on checks numbered 16236-16241, Trustee Zaute seconded; all voted aye.
8. **Committee Reports**

(Met)

  - a. **Human Resources Committee (CHAIR: Graziano MEMBERS: Jerch):** Trustee Graziano shared a written statement, read by Trustee Jerch. The job description will be posted for the period of November 25 through December 20, 2024. Phone interviews will be



conducted the week after the application deadline. Follow-up Zoom interviews will be conducted the week of January 6 and final interviews will be conducted in person either January 18 or January 25. The committee is also reviewing the personnel policy, with input from HR Source to ensure the policy is streamlined and in compliance with best practice. The staff holiday celebration will take place on Friday, December 13th.

- b. **Finance and Technology Committee (CHAIR: Hayes MEMBERS: Shaul, Zaute):** The Finance Committee met to discuss and finalize the budget submitted to the Village, including the 6% levy request to be reviewed on November 25th at the Village trustee meeting.
- c. **Building and Grounds Committee (CHAIR: Jerch MEMBERS: Jardine, Shaul):** Trustee Jardine provided a committee update regarding the parking lot lighting update, including contacting the manufacturer to receive some light models and determine which lights need to be replaced in priority order. Trustee Jardine will contact Brian Renner to follow up Trustee Jerch's outreach. The committee also discussed the updates on the safety & security system, including extension to the Museum, as well as carpet fixes.

(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:** There were none.
10. **New Business**
- a. **Library Director Search Process:** The HR Committee report covered the Library Director Search Process. David will send an email to Trustees to collect availability for both Zoom and final interviews.
  - b. **Approve Proposed Revisions to Library Director Job Description:** The Board reviewed the revised job description from Dieters & Todd. Trustee Jerch moved to approve the revised Library Director Job Description with the change in Section 5 to edit "city" to read as "Village", Trustee Friedeman seconded; all voted aye.
  - c. **Intergovernmental Agreement with the Village of Lake Bluff:** The business terms have all been agreed upon with the Village. There are two recitals that are still being negotiated, including the use of the term "component unit" and the language used to describe the acquisition of the property at 127 E. Scranton Ave.
  - d. **Patron Exclusion from the Lake Bluff Public Library:** Trustee Jerch moved to extend the patron suspension from the use of the Lake Bluff Public Library until November 19, 2025; Trustee Jardine seconded; all voted aye.
  - e. **Standards for Illinois Public Libraries for FY2025 Per Capita Grant Application:** Trustee Friedeman noted that there were three core standards that aligned with the 2025 priorities of the Lake Bluff Public Library, including Core 12 (determines if the library's revenues are sufficient and takes action to increase revenue), Core 19 (The library is



located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes), and Core 23 (At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community).

11. **Library Correspondence:** Interim Library Director David Seleb provided an overview of Library correspondence, including a Letter regarding Banned Books Week, Comment Cards and Social Media Post.
12. **Executive Session(s) if needed:** There was none.
13. **Any and all other business which may properly come before the Board:**
  - a. **Library Foundation:** Trustee Shaul provided an update after reaching out to the Library Foundation to request matching funds in the amount of \$35,000. The request was granted and all matching funds required for the Accessibility grant have been committed.
14. **Adjournment:** Trustee Jerch moved to adjourn the meeting at 8:24 pm, Trustee Jardine seconded; all voted aye. The meeting adjourned at 8:24 pm.

Respectfully submitted,  
Alexandra Friedeman  
Secretary