

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting Minutes**  
**Tuesday, November 17th, 2020 at 7:00 PM**  
123 E. Scranton Ave, Lake Bluff, IL, 60044

Notice: This meeting of the Lake Bluff Library Trustees was held without a quorum of Trustees physically present. The Trustees conducted the Board meeting with all Trustees attending remotely via electronic means. This method is authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020). Guidelines and access codes were published prior to the meeting so that members of the public could log in.

- 1. Call to Order:** Library Director Eric Bailey called the meeting to order at 7:00 pm. Present were Trustees Bill Hayes, Janie Jerch, Kathy Meierhoff, and Cal Stroh, and Jon Heintzelman, and prospective trustees Tricia Brockett, Bonnie Shaul, and Matthew Zaute. Library Employees Martha O'Hara, Eliza Jarvi, Anna Fifhouse, Katie Horner, and Jillian Chapman were also present.
- 2. Additions & Corrections to the Agenda:** There were none.
- 3. Selection of Trustees to fill Vacancies, Oath of Office:** Jerch moved and Heintzelman seconded a motion to fill the two vacant positions with Tricia Brockett and Matthew Zaute; all voted aye. Bailey administered the Oath of Office; he will also take care of all necessary paperwork. Note that Bonnie Shaul will stand for election in April to fill Stroh's position, and will attend meetings until May as an observer. In May, if elected, she will take the Oath of Office.
- 4. Opportunity for Public to Address the Board:** No one wished to speak.
- 5. Approval of Minutes:**
  - a. Approval of Minutes for the October 20, 2020 Board Meeting:** Heintzelman moved and Meierhoff seconded a motion to accept, all voted aye.
  - b. Approval of Minutes of November 4, 2020 Special Meeting of Board:** Heintzelman moved and Stroh seconded a motion to accept, all voted aye.
- 6. October 2020 Financial Reports:** We are getting near the end of the yearly audit with Sikich and Co. More property tax revenue came in, but it is still a bit short of expected revenue. Per Capita Grant money in the amount \$7,152.50 came in and will go toward e-materials and other remote services. Meierhoff moved and Zaute seconded a motion to accept the October Financials; all voted aye.
- 7. Approval of October 2020 Checks:** Nothing unusual to point out, so Stroh moved and Heintzelman seconded a motion to approve the October 2020 checks numbered 14558-14559, 14561-14573; all voted aye.
- 8. Committee Reports:**
  - (Met)**
    - a. Building and Grounds** (Jerch, Meierhoff, and Stroh.) Drew Irvin from the VLB approached Bailey about opening up our little parking lot on the south side of the building to general parking. Jerch explained the rationale behind not allowing general parking. There are several reasons, not the least of which is that it is a very tight parking lot; employees already know not to hit the building and/or garbage cans when they back out, but others may not be so careful. We also felt it would be confusing to have the lot open to general parking at some times and days and not others, not to mention disturbing the neighbors to our east.
  - (Did Not Meet)**
    - b. Human Resources** (Heintzelman and Jerch)
    - c. Finance** (Hayes and Meierhoff)
    - d. Bylaw and Policy Committee:** (Stroh and Heintzelman.)

**e. Intergovernmental** (Bailey and Stroh.)

**f. Long Range Planning** (Heintzelman and Hayes.)

**g. Outreach / Community Engagement** (Jerch. I'm STILL lonely but soon will have a comrade or two.)

Note: Zaute expressed interest in Finance and Outreach, and Brockett in HR and Outreach.

**9. New Business:**

**a. Resolution of Thanks for Friends of the Library:** Stroh moved and Heintzelman seconded a motion to approve the resolution; all voted aye. It was noted that the FoL will not be meeting again until January. Brockett agreed to attend the January Zoom meeting.

**b. Update on Statistics:** The Library Staff have implemented a new stats-reporting program and procedure as of last spring, called Springshare. Anna Fifhouse has learned the new program and uses it for her reports; she did a brief demonstration for us.

**10. Old Business:**

**a. Capital Project Update:** Nothing is happening right now, but the Foundation is working on its year-end report.

**11. Director's Report Highlights:**

- The "Snowmen at Night" program sponsored by the Library will be a Story Walk in downtown Lake Bluff as part of the "It's A Wonderful Life in Lake Bluff" program.
- The "Grab'n'Go" Crafts program was a success.
- Bailey and Jarvi reported that the SORA program is up and running for students in Lake Bluff.
- Curbside service is going smoothly again, and just in time, given that Gov. Pritzker's new restrictions for covid were announced today.
- Signing of nominating petitions is still being planned as a drive-thru event at the Lake Bluff Elementary School parking lot; all are encouraged to participate.
- The Lake Bluff Strong coalition of local organizations is gearing back up as we enter the second wave of the covid pandemic.
- The Lake Bluff Militia/Social Club postings on Facebook were apparently spoofed and made even more extreme, so the founder of the group has stepped back his and the group's activities and Facebook presence.

**12. Executive Session:** There was none.

**13. Any and All Other Business which may properly come before the Board:** There was none.

**14. Adjournment:** Stroh moved and Heintzelman seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:48 pm.

Respectfully Submitted,

Janie Jerch