

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, December 12, 2023 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044

The in-person meeting will be simulcast for any members of the public who do not wish to attend the meeting in-person at the Lake Bluff Public Library building. Questions related to the Library agenda can be sent before or during the meeting to Library Director Renee Grassi at rgrassi@lakeblufflibrary.org. The meeting will be recorded, with the recording made available through the Library's website. For any questions, contact at Renee Grassi at 847-234-2540 or rgrassi@lakeblufflibrary.org.

NOTICE: Members of the public may attend in-person or participate in the meeting remotely via Zoom:

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Agenda

1. Call to Order
2. Roll Call (1 min)
3. Pledge of Allegiance (1 min)
4. Additions & Corrections to the Agenda (2 min)
5. Opportunity for Public to Address the Board (5 min)
6. Approval of Board Meeting Minutes (5 min)
 - a. ACTION: Approval of Minutes of November 14, 2023 Regular Board Meeting
7. Library Director Updates (7 min)
 - a. Director's Report
 - b. Monthly Statistics Reports
8. Committee Reports (25 min)
(Met)
 - a. Human Resources Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch and Shaul.)
 - b. Finance Committee (**CHAIR:** Hayes. **MEMBERS:** Shaul, Zaute.)
 - c. Bylaws & Policy Committee (**CHAIR:** Friedeman. **MEMBERS:** Graziano and Zaute.)
 - d. Long Range Planning Committee (**CHAIR:** Shaul. **MEMBERS:** Friedeman)
(Did Not Meet)
 - e. Community Engagement Committee (**CHAIR:** TBD. **MEMBERS:** Berg, Graziano)
 - f. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Berg, Shaul.)
 - g. Technology Committee (**CHAIR:** TBD. **MEMBERS:** Hayes, Zaute, Shaul)
 - h. Intergovernmental Committee (**MEMBERS:** Jerch, Grassi)
 - i. Special Topics Committee (AD HOC. Committee membership is assigned by topic)
9. October 2023 Financial Reports (5 min)
 - a. ACTION: Approve November Detailed Revenue & Expense Report
 - b. ACTION: Approve November Monthly Check Disbursement (15831-15869)
10. New Business

- a. ACTION: Vote to request Lake Bluff Public Library's Personal Property Replacement Tax
 - i. Overview
 - ii. Proposal from Lake Bluff Village Board President and Lake Bluff Village Administrator Shared on November 30, 2023
 - iii. Discussion
 - iv. ACTION: Vote to request all delinquent payments of Personal Property Replacement Tax from 1977 – Present immediately from the Village of Lake Bluff Board of Trustees
- b. ACTION: Vote to approve updates to Personnel Policy
 - i. ACTION: Personnel Policy: 4.9 - Telecommuting
 - ii. ACTION: Personnel Policy: 5.12 - Paid Leave for All Workers
- c. ACTION: Vote to approve the 2023-2024 Intergovernmental Agreement with Forest Bluff School
- d. Discussion: Lake Bluff History Museum Letter RE: Intergovernmental Agreement

11. Library Correspondence (7 min)

- a. Correspondence #1: Hours Pilot Feedback
- b. Correspondence #2: Hours Pilot Feedback
- c. Correspondence #3: Staff Feedback

12. Any and all other business which may properly come before the Board (10 min)

- a. Invitation to attend Staff Luncheon hosted by Library Trustees on Fri. January 5, 2023

13. Executive Session(s) if needed

- a. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 and in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (21)
- b. To discuss the appointment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (1)

14. Adjournment (1 minute)

Attachments

- Regular Minutes 2023Nov14
- Director's Report
- November FY Statistics Graph
- November Statistics 3 Year Graphs
- November Revenue and Expenditures Report
- November Check Disbursement Report
- Forest Bluff LBPL IGA 23-24
- Director Memo Telecommuting Policy
- Personnel Policy Update Telecommuting
- HR Source Field Guide for Paid Leave for All Workers Act
- Personnel Policy Update PLAWA
- Lake Bluff History Museum Letter
- Museum Library Intergovernmental Agreement
- Correspondence Hours Pilot Feedback 1
- Correspondence Hours Pilot Feedback 2
- Correspondence Staff Feedback

Upcoming Board Meetings

- January 16, 2024 at 7 pm: IN PERSON
- February 20, 2024 at 7 pm: IN PERSON
- February 24, 2024 at 9 am: LOCATION TBD; Library Board Retreat