

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Wednesday, September 20, 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](mailto: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](mailto:rgrassi@lakeblufflibrary.org).

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

Join Zoom Meeting

<https://us06web.zoom.us/j/2069598344>

Meeting ID: 206 959 8344

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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 August 15, 2023 Regular Board Meeting
- 7. Staff Presentation: Share Your Story Initiative by Anna Fifhouse (5 min)**
- 8. Library Director Updates (7 min)**
  - a. Director's Report
  - b. Monthly Statistics Reports
- 9. Committee Reports (10 min)**  
**(Met)**
  - a. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Jerch, Berg, Shaul.)
  - b. Human Resources Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch and Shaul.)  
**(Did Not Meet)**
  - c. Finance Committee (**CHAIR:** TBD. **MEMBERS:** Shaul, Zaute.)
  - d. Technology Committee (**CHAIR:** TBD. **MEMBERS:** Hayes, Zaute.)
  - e. Bylaws & Policy Committee (**CHAIR:** Friedeman. **Members:** Graziano and Zaute.)
  - f. Community Engagement Committee (**CHAIR:** TBD. **MEMBERS:** Berg, Graziano.)
  - g. Intergovernmental Committee (**MEMBERS:** Jerch, Grassi)
  - h. Long Range Planning Committee (**CHAIR:** TBD. **MEMBERS:** Friedeman, Shaul)
  - i. Special Topics Committee (AD HOC. Committee membership is assigned by topic.)
- 10. August 2023 Financial Reports (10 min)**
  - a. ACTION: Approve August Detailed Revenue & Expense Report

- b. ACTION: Approve August Monthly Check Disbursement (15721-15750)

#### **11. New Business**

- a. Schedule of Closings and Special Hours **(5 min)**
  - i. ACTION: Vote to Confirm Proposed Schedule of Closing Dates for 2024
- b. D115 Intergovernmental Agreement **(5 min)**
  - i. ACTION: Vote for Approve the D115 Intergovernmental Agreement
- c. Leveraging Lake Bluff Public Library's Social Media Presence **(5 min)**

#### **12. Library Correspondence (10 min)**

- a. Correspondence #1: Recognition
- b. Correspondence #2: Library Hours
- c. Correspondence #3: Suggestions

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

- a. Library Reminders
  - i. 2023 Birthday Bash
  - ii. Book Challenges on the Rise Virtual Event
  - iii. Eclipse Glasses
  - iv. Fall 2023 Board of Trustees Engagement Opportunities
- b. Other

#### **15. Adjournment (1 minute)**

#### **Attachments**

- Regular Minutes 2023Aug15
- Director's Report
- August FY Statistics Graph
- August Statistics 3 Year Graphs
- August Revenue and Expenditures Report
- August Check Disbursement Report
- 2024 Closing Dates
- 23-24 IGA Contract D115
- Leveraging Lake Bluff Public Library's Social Media Presence
- Correspondence Recognition
- Correspondence Hours
- Correspondence Suggestions
- 2023 Birthday Bash flyer
- Book Challenges on the Rise Virtual event
- Eclipse Glasses
- Fall 2023 Community Engagement Opportunities

#### **Upcoming Board Meetings:**

- October 17, 2023: IN PERSON
- November 21, 2023: IN PERSON
- December 12, 2023: IN PERSON