

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, March 19, 2024 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:

Join Zoom Meeting

<https://us06web.zoom.us/j/2069598344?omn=85287634016>

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. **2023 Final Audit Report for Lake Bluff Library (20 min)**
 - a. Presentation by Martha Trotter, CPA and Bettina O'Connell, Finance Director, Village of Lake Bluff
 - b. Discussion and Q&A
 - c. ACTION: Vote to Approve 2023 Final Audit Report presented by Sikich, LLP
7. **Approval of Board Meeting Minutes (5 min)**
 - a. ACTION: Approval of Minutes of February 20, 2024 Regular Board Meeting
 - b. ACTION: Approve of Minutes of February 24, 2024 Library Board Retreat
8. **Library Director Updates (10 min)**
 - a. Director's Report
 - b. Monthly Statistics Reports
9. **Committee Reports (25 min)**
(Met)
 - a. Bylaws & Policy Committee (**CHAIR:** Friedeman. **MEMBERS:** Graziano and Zaute.)
 - b. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Berg, Shaul.)
 - c. Human Resources Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch and Shaul.)
 - d. Long Range Planning Committee (**CHAIR:** Shaul. **MEMBERS:** Friedeman)
 - e. Engagement Committee (**CHAIR:** Berg. **MEMBERS:** Graziano)
 - f. Special Topics Committee (AD HOC. Committee membership is assigned by topic)

(Did Not Meet)

- g. Finance Committee (**CHAIR:** Hayes. **MEMBERS:** Shaul, Zaute.)
- h. Technology Committee (**CHAIR:** TBD. **MEMBERS:** Hayes, Zaute, Shaul)
- i. Intergovernmental Committee (**MEMBERS:** Jerch, Grassi)

10. February 2024 Financial Reports (5 min)

- a. ACTION: Approve February Detailed Revenue & Expense Report
- b. ACTION: Approve February Monthly Check Disbursement (15963-15969)

11. New Business

- a. ACTION: Discuss and vote to approve Engberg Anderson Proposal for Master Plan
- b. ACTION: Discuss and vote to approve proposed policy update to Library's Governance and Organizational Structure Policy
- c. ACTION: Discuss and vote to approve CVI two-year LAN Contract
- d. ACTION: Discuss and vote to approve CVI Quote – Security Server
- e. Director Presentation and Discussion: Hours Pilot Report – Month 2, Feb. 2024

12. Library Correspondence (7 min)

- a. Correspondence 1: Patron Letter
- b. Correspondence 2: Comment Cards
- c. Correspondence 3: Letter from Library Board President
- d. Correspondence 4: ALA Press Release – Record Number of Book Challenges

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

- a. Statement of Economic Interest Due May 1, 2024

14. 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)

15. Adjournment (1 minute)

Attachments

- 2023 Board Communications from Auditor
- 2023 Final Audit Report – Lake Bluff Library
- Regular Minutes
- Board Retreat Minutes
- Directors Report Feb2024
- February 2024 FY Statistical Graph
- February 2024 3 Year Comparison
- February Revenue and Expenditures Report
- February Check Disbursement Report
- Engberg Anderson Proposal for Master Plan
- Proposed Policy Update – Governance and Organizational Structure
- CVI two year LAN Contract
- CVI Quote – Security Server
- February 2024 Hours Pilot Monthly Report
- Hours Pilot Comments Feb2024
- Feb2024 2024 Heat Map
- Recommended Hours of Service by Population ILA Standards 4.0
- Correspondence 1: Patron letter
- Correspondence 2: Comment Cards
- Correspondence 3: Letter from Library Board President
- Correspondence 4: ALA Press Release

Upcoming Board Meetings

- March 19, 2024 at 7 pm: IN PERSON, Lake Bluff Public Library
- April 16, 2024 at 7 pm: IN PERSON, Lake Bluff Public Library
- May 21, 2024 at 7 pm: IN PERSON, Lake Bluff Public Library