

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

NOTICE: The meeting of the Board of Library Trustees of the Lake Bluff Public Library will be held without a quorum of Trustees physically present. The Trustees will conduct the Board meeting with Trustees attending remotely via electronic means. This method of conducting the Board meeting is authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020).

In keeping with guidelines on meetings and social distancing, there will be no physical gathering of Trustees or the Public at the Library. The meeting is open to attendance by the public by the following:

Join Zoom Meeting

<https://zoom.us/j/97256055391?pwd=ZmgzekN1QkIFRUk2Y1BMN0FKTWg4QT09>

Meeting ID: 972 5605 5391

Passcode: 472335

One tap mobile

+13126266799,,97256055391#,,,,,0#,,472335# US (Chicago)

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Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 972 5605 5391

Passcode: 472335

Find your local number: <https://zoom.us/u/ac00516g4Y>

Questions related to the Library agenda can be sent before or during the meeting to Eric Bailey ebailey@lakeblufflibrary.org The meeting will be recorded, with the recording made available through the Library's website. For any questions, please contact Library Director Eric Bailey at 847-401-4952 or ebailey@lakeblufflibrary.org

1. **Call to Order (7:00pm)**
2. **Additions & Corrections to the Agenda (2 minutes)(7:02pm)**
3. **Selection of Trustees to Fill Vacancies, Oath of Office (5 minutes)(7:07pm)**
4. **Opportunity for Public to Address the Board (5 minutes)(7:12pm)** (limit 5 minutes per person per meeting)
5. **Approval of Minutes**
 - a. Approval of Minutes of October 20, 2020 Board Meeting **(action)(2 minutes)(7:14pm)**
 - b. Approval of Minutes of November 4, 2020 Special Meeting of Board of Trustees **(action)(2 minutes)(7:16pm)**
6. **October 2020 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:21pm)**
 - a. October Detailed Revenue & Expense Report
 - b. October Detailed Balance Sheet
7. **Approval of checks (Green Pages) (5 minutes)(7:26pm)**
 - a. October Monthly Checks (14558-14559, 14561-14573)**(action)**
8. **Committee Reports (10 minutes)(7:36pm) (Met)**
 - a. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Meierhoff, and Stroh.)
(Did Not Meet)
 - b. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Meierhoff, and Stroh.)
 - c. Bylaw and Policy Committee (**CHAIR:** Stroh. **MEMBERS:** Heintzelman.)
 - d. Finance Committee (**CHAIR:** Hayes. **MEMBERS:** Butler, and Meierhoff.)
 - e. Human Resources Committee (**CHAIR:** Butler. **MEMBERS:** Heintzelman and Jerch.)
 - f. Intergovernmental Committee (**CHAIR:** Bailey. **MEMBERS:** Stroh.)
 - g. Long Range Planning Committee (**CHAIR:** Heintzelman. **MEMBERS:** Hayes.)
 - h. Outreach Committee (**CHAIR:** Butler. **Members:** Jerch.)
9. **New Business**
 - a. Resolution of Thanks for Friends of the Library **(action)(5 minutes)(7:41pm)**
 - b. Update on Statistics **(10 minutes)(7:51pm)**
10. **Old Business**
 - a. Capital Project Update **(5 minutes)(7:56pm)**
11. **Director’s Report (5 minutes)(8:01pm)**

- a. Director's Narrative Report

12. Executive Session(s)

- 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)

13. Any and all other business which may properly come before the Board

14. Adjournment (1 minute)(8:02pm)

Attachments:

Statistics for Digital Circulation in October 2020

Resolution of Thanks for the Friends of the Library

Upcoming Board Meetings: December 8, 2020, January 19, 2021, and February 16, 2021.