

Lake Bluff Public Library
Board of Library Trustees Meeting
Wednesday, January 24, 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=87024921020>

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 December 12, 2023 Regular Board Meeting
 - b. ACTION: Approval of Minutes of January 10, 2024 Special Board Meeting
- 7. Library Director Updates (7 min)**
 - a. Director's Report
 - b. Monthly Statistics Reports
- 8. Committee Reports (25 min)**

(Met)

 - a. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Berg, Shaul.)
 - b. Finance Committee (**CHAIR:** Hayes. **MEMBERS:** Shaul, Zaute.)
 - c. Engagement Committee (**CHAIR:** Berg. **MEMBERS:** Graziano)

(Did Not Meet)

 - d. Human Resources Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch and Shaul.)
 - e. Bylaws & Policy Committee (**CHAIR:** Friedeman. **Members:** Graziano and Zaute.)
 - f. Long Range Planning Committee (**CHAIR:** Shaul. **MEMBERS:** Friedeman)
 - 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. December 2023 Financial Reports (5 min)

- a. ACTION: Approve December Detailed Revenue & Expense Report
- b. ACTION: Approve December Monthly Check Disbursement (15870-15904)

10. New Business

- a. ACTION: Discussion of Board PPRT letter and vote to approve Intergovernmental Agreement with Village of Lake Bluff to collect historical, current and future Property Replacement Tax
- b. ACTION: Presentation, discussion and vote to approve new Lake Bluff Public Library Competitive Pay Grade Structure and Pay Salary Scale
 - i. Presentation of HR Source Salary Benchmark Final Report by Board President Trustee Shaul and Library Director Grassi; Board Discussion
 - ii. ACTION: Vote to approve Library's new Pay Grade Structure and Pay Salary Scale effective May 1, 2024
- c. ACTION: Vote to approve and adopt the draft FY 2024-2025 Budget
 - i. Presentation of Budget by Treasurer Bill Hayes, Board Discussion
 - ii. ACTION: Vote to approve and adopt FY 2024-2025 Budget
- d. ACTION: Vote to approve 2024 Per Capita Grant Application
 - i. Presentation by Library Director Grassi
 - ii. ACTION: Vote to approve Lake Bluff Public Library's 2024 Per Capita Grant Application
- e. ACTION: Vote to approve adding a new meeting to the 2024 Lake Bluff Public Library Board Calendar of Meetings for purposes of Board Retreat on Saturday, Feb. 24 from 9 am–1 pm
- f. Discussion: Hours Pilot

11. Library Correspondence (7 min)

- a. No Correspondence

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 2023Dec12
- Special Meeting Minutes 2024Jan10
- Director's Report
- December FY Statistics Graph
- December Statistics 3 Year Graphs
- December Revenue and Expenditures Report
- December Check Disbursement Report
- PPRT Library Letter to the Village Board
- Draft IGA Village Library PPRT
- HR Source Salary Benchmarking Project Final Report
- Draft Competitive Pay Structure
- Draft Pay Grade Scale
- FY 2024-2025 Draft Budget
- 2024 IL Per Capita Grant Application
- Recommended Hours of Service by Population ILA Standards 4.0
- Pioneer Press 2024Jan11 article

Upcoming Board Meetings

- February 20, 2024 at 7 pm: IN PERSON, Lake Bluff Public Library
- –pending approval – February 24, 2024 at 9 am: IN PERSON Board Retreat, Lake Bluff Park District
- March 19, 2024 at 7 pm: IN PERSON, Lake Bluff Public Library