

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, May 16, 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:

Join Zoom Meeting  
<https://us06web.zoom.us/j/2069598344>  
Meeting ID: 206 959 8344  
One tap mobile  
+13092053325,,2069598344# US  
+13126266799,,2069598344# US (Chicago)

Dial by your location  
+1 309 205 3325 US

+1 312 626 6799 US (Chicago)  
+1 301 715 8592 US (Washington DC)  
+1 646 558 8656 US (New York)  
+1 253 215 8782 US (Tacoma)  
+1 346 248 7799 US (Houston)  
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Meeting ID: 206 959 8344  
Find your local number:  
<https://us06web.zoom.us/j/2069598344>

#### **Agenda**

- 1. Call to Order**
- 2. Identify Secretary Pro Temp (1 minute)**
- 3. Roll Call (7:00pm) (1 minute)**
- 4. Pledge of Allegiance (1 minute)**
- 5. Additions & Corrections to the Agenda (2 minutes)**
- 6. Resolutions for Kathy Meierhoff and Jon Heintzelman & Notarizing (action) (15 minutes)**
- 7. Opportunity for Public to Address the Board (5 minutes)** Limit 5 minutes per person per meeting.
- 8. Board Member Oath of Office & Notarizing of Oath (10 minutes)**
- 9. Appointment of Board of Trustee Officers (action) (5 minutes)**
- 10. Director Proposal and Board Discussion: Change Bylaws and Policy Committee (action) (5 minutes)**
- 11. Appointment of Board of Trustee Committee Members and Chairpersons (action) (15 minutes)**
- 12. Approval of Minutes**
  - a. Approval of Minutes of April 18, 2023 Board Meeting (action) (3 minutes)**

**13. Director's Report (10 minutes)**

- a. Director's Report
- b. Library Statistics
- c. Friends of the Library April Request

**14. April 2023 Financial Reports – Detailed Revenue/Expense (action) (10 minutes)**

- a. Discussion of Library Balance Sheet
- b. April Detailed Revenue & Expense Report

**15. Approval of checks (action) (5 minutes)**

- a. April Monthly Checks (15579-15617)

**16. Committee Reports (10 minutes)****(Met)**

- a. Finance Committee (CHAIR: Hayes. **MEMBERS:** Meierhoff and Zaute.)
- b. Human Resources Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch and Shaul.)
- c. Intergovernmental Committee (**MEMBERS:** Jerch and Grassi.)

**(Did Not Meet)**

- a. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Meierhoff and Shaul.)
- b. Special Topics Committee (AD HOC) (**MEMBERS:** Jerch, Meierhoff, Shaul, and Zaute.)
- c. Bylaw and Policy Committee (**MEMBERS:** Heintzelman and Meierhoff.)
- d. Campaign Planning Committee (AD HOC) (**MEMBERS:** Heintzelman, Meierhoff, and Jerch.)
- e. Outreach Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch.)
- f. Long Range Planning Committee (**MEMBERS:** Hayes, Heintzelman, and Zaute.)
- g. Technology Committee (**CHAIR:** Zaute. **MEMBERS:** Hayes and Shaul.)

**17. Old Business**

- a. Further discussion re: Trustee Recognition Fund

**18. New Business**

- a. RESOLUTION NO. \_2023-05-16-C\_ Resolution Adopting Prevailing Wage Rates (**action**) (**3 minutes**)
- b. FY23-24 Annual Work Plan Draft (**5 minutes**)

**19. 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)

**20. Any and all other business which may properly come before the Board (5 minutes)****21. Adjournment (1 minute)**

**Attachments**

- Resolution Kathy Meierhoff
- Resolution Jon Heintzelman
- Library Trustee Oath of Office
- Proposal to Update List of Board Committees
- Section 3 – Board of Trustees Officers
- Section 3 – List of Board Committees
- Regular Minutes 2023April18
- Director's Report
- April FY Statistics Graphs
- April Statistics 3 Year Graphs
- Friends Fund Request April 2023
- RESOLUTION NO. \_2023-05-16-C\_ 2023 Prevailing Wage Notice
- FY2023-2024 Annual Work Plan Draft

**Upcoming Board Meetings:**

- June 20, 2023: IN PERSON
- July 18, 2023: IN PERSON
- August 15, 2023: IN PERSON