

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, June 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. 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/89527530673?pwd=ZkgyUGFTOENgcUJsWWZuOTh5VU8wdz09>

Meeting ID: 895 2753 0673

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Agenda

- 1. Call to Order**
- 2. Roll Call (1 minute)**
- 3. Pledge of Allegiance (1 minute)**
- 4. Additions & Corrections to the Agenda (2 minutes)**
- 5. Board Member Oath of Office & Notarizing of Oath (5 minutes)**
- 6. Opportunity for Public to Address the Board (5 minutes)**
- 7. Approval of Board Meeting Minutes**
 - a. ACTION: Approval of Minutes of May 16, 2023 Board Meeting
- 8. Library Director Updates (7 minutes)**
 - a. Director's Report
 - b. Library Statistics Report
- 9. Committee Reports (10 minutes)**

(Met)

 - a. Human Resources Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch and Shaul.)
 - b. Bylaws & Policy Committee (**CHAIR:** Friedeman. **Members:** Graziano and Zaute.)

(Did Not Meet)

 - a. Building and Grounds Committee (**CHAIR:** TBD. **MEMBERS:** Jerch, Berg.)
 - b. Community Engagement Committee (**CHAIR:** TBD. **MEMBERS:** Berg, Graziano.)
 - c. Finance Committee (**CHAIR:** TBD. **MEMBERS:** Shaul, Zaute.)
 - d. Intergovernmental Committee (**MEMBERS:** Jerch, Grassi)

- e. Long Range Planning Committee (**CHAIR:** TBD. **MEMBERS:** Friedeman, Shaul)
- f. Technology Committee (**CHAIR:** TBD. **MEMBERS:** Hayes, Zaute.)
- g. Special Topics Committee (AD HOC. Committee membership is assigned by topic.)

10. May 2023 Financial Reports (10 minutes)

- a. ACTION: May Detailed Revenue & Expense Report
- b. ACTION: May Monthly Check Disbursement (15620-15659)

11. New Business

- a. ACTION: Proposal and Discussion of New Public Comment Policy **(10 minutes)**
- b. ACTION: Proposal and Discussion of Updated Meeting Room Policy **(10 minutes)**
- c. ACTION: Proposal and Discussion of Sierra 3 Year Contract **(5 minutes)**
- d. Discussion of Benchmarking Project with HR Source **(5 minutes)**

12. Library Correspondence

- a. Illinois State Library 2023 Per Capita Award Letter
- b. Memo from Law Offices of Peregrine, Stime, Newman, Ritzman & Bruckner: Selection of Library Materials and Eligibility for State Grants
- c. Stroh Room Reception Invitation from Library Foundation

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 (5 minutes)

15. Adjournment (1 minute)

Attachments

- Regular Minutes 2023May16
- Director's Report
- May FY Statistics Graphs
- May Statistics 3 Year Graphs
- May Detailed Revenue/Expenditures report
- May Check Disbursement Report
- Library Director Evaluation Timeline
- Proposed Draft of New Public Comment
- Proposed Draft of Updated Meeting Room Policy
- Sierra 3 Year Contract
- Benchmarking Project with HR Source
- Illinois State Library Per Capita Grant Award Letter
- Memo from Law Office
- Stroh Room Reception Invitation
- Community Engagement Opportunities for Trustees

Upcoming Board Meetings:

- July 18, 2023: IN PERSON
- August 15, 2023: IN PERSON
- September 19, 2023: IN PERSON