

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, November 14, 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:

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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 October 17, 2023 Regular Board Meeting
- 7. Library Director Updates (7 min)**
 - a. Director's Report
 - b. Banned Books Week Special Report
 - c. Monthly Statistics Reports
- 8. Committee Reports (25 min)**

(Met)

 - a. Finance Committee (**CHAIR:** Hayes. **MEMBERS:** Shaul, Zaute.)
 - i. Rachlin Presentation Slides
 - ii. Fund Balance Memo
 - b. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Jerch, Berg, Shaul.)
 - c. Human Resources Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch and Shaul.)
 - i. Staff Appreciation Proposal to Trustees from Trustee Friedeman **(10 min)**
 - d. Bylaws & Policy Committee (**CHAIR:** Friedeman. **Members:** Graziano and Zaute.)

(Did Not Meet)
 - e. Community Engagement Committee (**CHAIR:** TBD. **MEMBERS:** Berg, Graziano)
 - f. Technology Committee (**CHAIR:** TBD. **MEMBERS:** Hayes, Zaute, Shaul)
 - g. Intergovernmental Committee (**MEMBERS:** Jerch, Grassi)
 - h. Long Range Planning Committee (**CHAIR:** TBD. **MEMBERS:** Friedeman, Shaul)

- i. Special Topics Committee (AD HOC. Committee membership is assigned by topic)

9. October 2023 Financial Reports (5 min)

- a. ACTION: Approve October Detailed Revenue & Expense Report
- b. ACTION: Approve October Monthly Check Disbursement (15803-15830)

10. New Business

- a. Change in Library Hours **(20 min)**
 - i. Library Director presents proposal and data from SenSource Vea Software
 - ii. Library Staff Statements
 - iii. Board Discussion
 - iv. ACTION: Vote for Approval of New Pilot of Hours of operation starting January 1, 2024
- b. Patron 1 Year Suspension Anniversary **(10 min)**
 - i. Board Discussion
 - ii. ACTION: Vote for Approval of Extended Suspension
- c. Complete Cleaning Service Contract **(5 min)**
 - i. Overview by Library Director
 - ii. ACTION: Vote for Approval of Service Contract with Complete Cleaning
- d. 2024 Lake Bluff Public Library's Board of Trustees Meeting Dates **(5 min)**
 - i. ACTION: Vote for Approval of 2024 Schedule of Board Meetings

11. Library Correspondence (7 min)

- a. Correspondence #1: Banned Books Week
- b. Correspondence #2: CCS Consortium
- c. Correspondence #3: Staff Feedback

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

- a. Lake Bluff Public Library's IGA Usage Report **(5 min)**

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 2023Oct17
- Director's Report
- Banned Books Week Special Report
- October FY Statistics Graph
- October Statistics 3 Year Graphs
- Rachlin Presentation Slides
- Fund Balance Memo
- Staff Appreciation Proposal
- October Revenue and Expenditures Report
- October Check Disbursement Report
- Proposal for Change in Hours of Operation
- Oct 2023 Traffic Count
- Director Letter Hours
- 2022 Suspension Letter
- Draft Suspension Letter
- Complete Cleaning Proposal
- 2024 Board Meeting Dates
- Correspondence Banned Books Week
- Correspondence CCS Consortium
- Correspondence Staff Feedback
- IGA Usage Report

Upcoming Board Meetings:

- December 12, 2023: IN PERSON
- Tentative January 16, 2024: IN PERSON *Not confirmed; to be voted on at Nov. 2023 Board meeting
- Tentative February 20, 2024: IN PERSON *Not confirmed; to be voted on at Nov. 2023 Board meeting