

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, August 15, 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/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)
- +1 305 224 1968 US
- +1 646 931 3860 US

Meeting ID: 206 959 8344

Find your local number:

<https://us06web.zoom.us/j/2069598344>

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 July 18, 2023 Regular Board Meeting
- 7. Library Director Updates (7 min)**
 - a. Director's Report
 - b. Monthly Statistics Report
- 8. Committee Reports (10 min)**
(Met)
 - a. Finance Committee (**CHAIR:** TBD. **MEMBERS:** Shaul, Zaute.)
 - b. Technology Committee (**CHAIR:** TBD. **MEMBERS:** Hayes, Zaute.)
(Did Not Meet)
 - c. Bylaws & Policy Committee (**CHAIR:** Friedeman. **Members:** Graziano and Zaute.)
 - d. Building and Grounds Committee (**CHAIR:** TBD. **MEMBERS:** Jerch, Berg.)
 - e. Community Engagement Committee (**CHAIR:** TBD. **MEMBERS:** Berg, Graziano.)
 - f. Human Resources Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch and 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. July 2023 Financial Reports (10 min)**
 - a. ACTION: Approve July Detailed Revenue & Expense Report

- b. ACTION: Approve July Monthly Check Disbursement (15692-15720)

10. New Business

- a. Schedule of Regular Board Meetings **(5 min)**
 - i. ACTION: Vote to Change September Regular Board Meeting Date
- b. All-Day Staff In-Service **(5 min)**
 - i. ACTION: Vote for Library Closure for Friday, November 17, 2023 to support in-service
- c. Building and Maintenance Needs of the Library **(15 min)**
 - i. Recommendation by Finance Committee
 - ii. Trustee Discussion
 - iii. ACTION: Vote to consider RFP for Contracted Position for Buildings Project Manager; Funding to support additional projects prioritized for building and facilities
- d. Staff and Public Copier Machines **(15 min)**
 - i. Director Proposal
 - ii. Trustee Discussion
 - iii. ACTION: Vote to adopt New Leasing Agreement for Staff and Public Copier Machines

11. Library Correspondence (5 min)

- a. Lake Bluff Library Opens Reading Room article
- b. Letter to American Librarians
- c. Fall 2023 Off the Shelf Cover and Inside Spread

12. 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)

13. Any and all other business which may properly come before the Board (5 min)

- a. Fall 2023 Board of Trustees Engagement Opportunities
- b. Trustee Email Correspondence and Open Meetings Act

14. Adjournment (1 minute)

Attachments

- Regular Minutes 2023July18
- Director's Report
- July FY Statistics Graph
- July Statistics 3 Year Graphs
- July Revenue and Expenditures Report
- July Check Disbursement Report
- Proposal Quote Comparison Copiers
- Lake Bluff Library Opens Reading Room article
- Letter to American Librarians
- Fall 2023 Off the Shelf Cover and Inside Spread
- Fall 2023 Community Engagement Opportunities

Upcoming Board Meetings:

- September 19, 2023: IN PERSON (pending Board vote in August 15, 2023 Board Meeting)
- October 17, 2023: IN PERSON
- November 21, 2023: IN PERSON