

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, March 31<sup>st</sup>, 2020 at 7:00 PM**  
123 E. Scranton Ave, Lake Bluff, IL 60044

NOTICE: The meeting of the Board of Library Trustees of the Lake Bluff Public Library will be held without a quorum of Trustees physically present. The Trustees will conduct the Board meeting with Trustees attending remotely via electronic means. This method of conducting the Board meeting is authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020).

**In keeping with guidelines on meetings and social distancing, there will be no physical gathering of Trustees or the Public at the Library. The meeting is open to attendance by the public by the following:**

Via phone: Number: 1-408-418-9388 Access Code: 296 901 487

Via PC:

<https://meetingsamer6.webex.com/meetingsamer6/j.php?MTID=m842cdd0effd30e30f2dbbf1c760b6cbf>

Questions related to the Library agenda can be sent before or during the meeting to Eric Bailey <ebailey@lakeblufflibrary.org>

The meeting will be recorded, with the recording made available through the Library's website. For any questions, please contact Library Director Eric Bailey at 847-401-4952 or [ebailey@lakeblufflibrary.org](mailto:ebailey@lakeblufflibrary.org)

- 1. Call to Order (7:00pm)**
- 2. Additions & Corrections to the Agenda (2 minutes)(7:02pm)**
- 3. Opportunity for Public to Address the Board (5 minutes)(7:07pm)** (limit 5 minutes per person per meeting)
- 4. Approval of Minutes**
  - a. Approval of Minutes of February 18<sup>th</sup>, 2020 Board Meeting **(action)(2 minutes)(7:09pm)**
- 5. February 2020 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:14pm)**
  - a. February Detailed Revenue & Expense Report
  - b. February Detailed Balance Sheet

**6. Approval of checks (Green Pages)  
(5 minutes)(7:19pm)**

- a. February Monthly Checks (14320-14326, 14329-14351)(**action**)

**7. Committee Reports (10 minutes)(7:29pm)  
(Met)**

- a. Finance Committee (**CHAIR:** Hayes. **MEMBERS:** Butler, and Meierhoff.)

**(Did Not Meet)**

- b. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Meierhoff, and Stroh.)
- c. Bylaw and Policy Committee (**CHAIR:** Stroh. **MEMBERS:** Heintzelman.)
- d. Human Resources Committee (**CHAIR:** Butler. **MEMBERS:** Heintzelman and Jerch.)
- e. Intergovernmental Committee (**CHAIR:** Bailey. **MEMBERS:** Jackson and Stroh.)
- f. Long Range Planning Committee (**CHAIR:** Heintzelman. **MEMBERS:** Hayes and Jackson.)
- g. Outreach Committee (**CHAIR:** Jackson. **Members:** Jerch.)

**8. New Business**

- a. Final Reading: Budget for FY2020-2021 (**15 minutes**)(7:44pm)
- b. Update on COVID-19 Response (**10 minutes**)(7:54pm)

**9. Old Business**

- a. Capital Project Update (**5 minutes**)(7:59pm)

**10. Director's Report (5 minutes)(8:04pm)**

- a. Director's Narrative Report

**11. Executive Session(s)**

- 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)

**12. Any and all other business which may properly come before the Board**

**13. Adjournment (1 minute)(8:15pm)**

**Attachments:**

Statistics for February 2020 (**Available at Meeting**)

Friends Meetings for 2020

Budget Draft for FY2020-2021

**Upcoming Board Meetings: April 21, May 19, and June 16, 2020.**

