

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting Minutes**  
**Tuesday, Aug 17,2021 at 7:00 PM**  
123 E. Scranton Ave, Lake Bluff, IL, 60044

Notice: This meeting of the Lake Bluff Library Trustees was held with a quorum of Trustees via Zoom. This method is authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020). Guidelines and access codes were published prior to the meeting so that members of the public could log in.

1. **Call to Order: Library Director Eric Bailey** called the meeting to order at 7:03 pm. Present were Trustees Jennifer Graziano, Jon Heintzelman, Janie Jerch, Kathy Meierhoff, Bonnie Shaul and Matt Zaute. Bill Hayes was absent. Also present were Library Employees Jillian Chapman, Eliza Jarvi. Melissa Williams was also present.
2. **Additions & Corrections to the Agenda:** None made or requested.
3. **Opportunity to Address the Board** - None.
4. **Approval of Minutes:** There was one correction to the minutes of June 15, 2021. The spelling of Trustee Zaute's last name. Kathy Meierhoff moved, and Janie Jerch seconded a motion to approve the minutes of Jun 15,2021 with the correction; all voted aye.
5. **June and July 2021 Financial Reports:** Revenues and expenses are in line with expectations for the current fiscal year. Janie Jerch moved, and Bonnie Shaul seconded a motion to approve the June and July 2021 Financial Reports; all voted aye.
6. **Approval of June and July 2021 Checks:** Of note in this month's checks was the \$3,000 payment for the bollard lights in the newly repaved parking lot. Janie Jerch moved, and Jon Heintzelman seconded a motion to approve checks numbered 14808-14817, 14819-14850 for June and 14851, 14853-14889 for July; all voted aye.
7. **Committee Reports (members have been updated):** Various committees have met since the June Trustees meeting. See meeting packet for additional details.
  - a. **Finance** (Chair: Hayes, Members: Meierhoff, Zaute) The committee recommended the Construction Manager expense (for the Stroh Quiet Reading Room renovation) be paid for by the Library rather than the Library Foundation. Cost could be funded from higher than expected service revenues (e.g. passport revenues) and reduced expenses (e.g. telecomms is currently running below expectations). Janie Jerch moved, and John Heintzelman seconded the motion to have the library cover the cost of the Construction Manager expense, not to exceed \$5,000, for the Stroh Quiet Reading Room from current year funds; all voted aye.
  - b. **Human Resources** (Chair: Jerch, Members: Graziano, Heintzelman)
  - c. **Technology** (Chair: Zaute, Members: Hayes, Shaul) A meeting was held with CDI, the Library's technology partner.
  - d. **Building & Grounds** (Chair: Jerch, Members: Meierhoff, Shaul) The committee has issued an RFQ for the Construction Manager of the Stroh Quiet Reading Room and will interview three firms next week.
  - e. **Bylaw & Policy:** (Chair: Meierhoff, Members: Heintzelman)
  - f. **Intergovernmental** (Chair: Bailey, Members: Graziano, Jerch)
  - g. **Long Range Plan** (Chair: Heintzelman, Members: Hayes, Zaute) The committee met and developed goals for FY 2021. They proposed to conduct the next biennial community satisfaction survey in September 2021.
  - h. **Community Engagement** (Chair: Jerch, Members: Graziano) The 'Meet the Trustees' project is underway.
8. **New Business:**
  - a. **Nonresident Card Agreement with D65 for School Year 2021-2022:** This agreement allows students in D65 who are non-residents of the library district to hold Lake Bluff library cards. Matt Zaute moved, and Bonnie Shaul seconded a motion to approve this agreement; all voted aye.

**b. Nonresident Card Agreement with D115 for School Year 2021-2022:** This agreement allows students in D115 who are nonresidents of the library district to hold Lake Bluff library cards. Bonnie Shaul moved, and Matt Zaute seconded a motion to approve this agreement; all voted aye.

**c. Proposed Contract with Engberg Anderson for Design of Quiet Reading Room:** This contract is under review by the Building and Grounds committee and is expected to be on the Sept 2021 trustee's agenda.

**9. Old Business:**

**Capitol Project Update:** See Committee Reports, Building and Grounds.

**10. Director's Report Highlights:**

- Overall adult circulation is flat for 2021 vs. 2019 with electronic checkouts continuing to grow as a percentage of total adult circulation. July circulation/checkouts in 2021 was essentially flat to July 2019 (no pandemic), visits however were 4,333 for July 2021 compared to 6,900 in July 2019.
- Library Hours – There was discussion about better understanding the number of evening visits to the library. While time of visits is not known, checkouts can be analyzed by time of day. The current plan is to resume Sunday operation after Labor Day.

**11. Executive Session:** There was none.

**12. Any and All Other Business which may properly come before the Board:** There was none.

**13. Adjournment:** Janie Jerch moved, and Jon Heintzelman seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:34 pm; all voted aye.

Respectfully Submitted,

Bonnie J. Shaul