

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting Minutes**  
**Tuesday, December 14, 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 present 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 Kathy Meierhoff, Jennifer Graziano, Janie Jerch, Bonnie Shaul, Bill Hayes, Jon Heintzelman and Matt Zaute. Additional Library Employees present were: Anna Fifhause, Eliza Jarvi, Martha O'Hara, Jillian Chapman and Katie Horner. Also joining was Melissa Williams, Lake Bluff Library Foundation, Development Coordinator.
- 2. Additions & Corrections to the Agenda:** Eric Bailey added a topic to Old Business which was Return to In Person Meetings.
- 3. Opportunity to Address the Board:** There was none.
- 4. Approval of Minutes:** There was one correction to the minutes of November 16, 2021. Janie Jerch moved and Kathy Meierhoff seconded a motion to approve the corrected minutes; all voted aye.
- 5. November 2021 Financial Reports:** Property tax revenue was not transferred to the Library in November, however a transfer did occur on December 1 in the amount of \$193,437. This brings the Fiscal Year (FY) total tax revenue received to just over \$989,000. Only a few additional small transfers are expected for the rest of the FY. More than \$2,000 in passport fees was collected in November, bringing our current FY trend to an estimated \$17,000. Jon Heintzelman moved and Janie Jerch seconded a motion to approve the November 2021 Financial Reports; all voted aye.
- 6. Approval of November 2021 Checks:** November payments and checks are usually among the highest months as publishers release new books for the holiday season. Janie Jerch moved and Jon Heintzelman seconded a motion to approve checks numbered 14995, 14998-15028; all voted aye.
- 7. Committee Reports (members have been updated):**
  - a. Finance:** (Chair: Hayes, Members: Meierhoff, Zaute). The Finance Committee voted to present the full board with a proposal for the Library to move to a fine-free policy. This was voted on during New Business.
  - b. Human Resources:** (Chair: Jerch, Members: Graziano, Heintzelman) Did not meet.
  - c. Technology:** (Chair: Zaute, Members: Hayes, Shaul) Did not meet.
  - d. Building & Grounds:** (Chair: Jerch, Members: Meierhoff, Shaul) The committee met twice this month. Once to review the planned street scape improvements surrounding the Library. A list of questions and concerns were generated and Eric presented those to the relevant Village committee. Additionally, the Stroh Reading Room design features (fireplace, furniture and carpet) were discussed. Once samples of proposed finishes are available the committee will reconvene.
  - e. Bylaw & Policy:** (Chair: Meierhoff, Members: Heintzelman) Did not meet.
  - f. Intergovernmental** (Chair: Bailey, Members: Graziano, Jerch). Dialogue with the Lake Bluff Museum continues regarding responsibility for the memorial bricks found near the library entrance. The Friends of LBPL have agreed to consider taking this over. This topic will be covered at the next committee meeting scheduled for Jan. 2022.
  - g. Long Range Plan:** (Chair: Heintzelman, Members: Hayes, Zaute) Did not meet.
  - h. Community Engagement:** (Chair: Jerch, Members: Graziano) Did not meet.

**8. New Business:**

**a. Policy Change for Overdue Fines:** The Finance Committee brought this topic to the full Board for discussion and vote. After a brief discussion, Bill Hayes moved and Janie Jerch seconded a motion for the Library to adopt a new policy for overdue fines effective January 1, 2022; all voted aye.

**b. Resolution of Thanks Regarding Medical Incident at Library:** Multiple library staff provided swift, thoughtful and coordinated action to assist a patron who experienced a serious medical incident at the library. Janie Jerch moved and Bonnie Shaul seconded a motion to for these individuals to be recognized with these resolutions; all voted aye.

**c. Per Capita Grant Application** – Eric Bailey provided an overview of this annual state grant, which in the past two years has total between \$7,500 – 8,000 per year. This item did not require a vote of the Board.

**d. Forest Bluff School Agreement** –This agreement specifies that the library will provide services to students of Forest Bluff School that live in unincorporated Lake Bluff. Janie Jerch moved and John Heintzelman seconded a motion to approve, all voted aye.

**9. Old Business:**

**a. Return to In-Person Meetings:** Given the current pandemic trends, it appears that the Board will not return to In-Person meetings in January 2021. Some Board members expressed an interest in maintaining a hybrid meeting format to allow flexibility for both Board and community members to attend in a remote fashion.

**b. Capital Project Update:** Melissa Williams provided an update on the December 1, 2021 gathering of past library sponsors. She also announced a generous donation by Mrs. Neville Bryan to the Library.

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

- Circulation is above 2019 levels for November 2021. For the last four years, the Lake Bluff Brewery has donated a portion of the profits from one of its seasonal brews to the library. The donation is typically received around the year-end holidays.

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

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

**13. Adjournment:** At 8:32, Janie Jerch moved and Jon Heintzelman seconded a motion to adjourn; all voted aye.

Respectfully Submitted,

Bonnie J. Shaul