

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting Minutes**  
**Tuesday, Jun 15, 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 physically present and additional 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 7:02 pm. Present in-person were Trustees **Bill Hayes, Kathy Meierhoff, Bonnie Shaul, and Jennifer Graziano**. Joining via Zoom is Matt Zaute. Janie Jerch was absent. Also present were Library Employees **Jillian Chapman, Anna Fifhouse, Eliza Jarvi**, Martha O'Hara, Katie Horner, Melissa Williams (bold equal in-person). Jon Heintzelman joined at 7:04pm.
2. **Additions & Corrections to the Agenda:** None made or requested.
3. **Introduction to Development Coordinator Melissa Williams** – Welcome to our fellow Lake Bluffer, Melissa Williams whose previous development experience includes Lake Forest College.
4. **Opportunity to Address the Board** - None.
5. **Approval of Minutes:** There were no corrections to the minutes of May 18, 2021. Kathy Meierhoff moved and Bill Hayes seconded a motion to approve the minutes of May 18, 2021; all voted aye.
6. **May 2021 Financial Reports:** May is the first month of the fiscal year and we have received the first month of property tax revenue. May expenses totaled \$116,068.59. The largest payment in May is for annual renewal of Library Automation Software- used to make the collection searchable, etc. Discussion on availability of various formats ensued. Bill Hayes moved and Jennifer Graziano seconded a motion to approve the May 2021 Financial Reports; all voted aye.
7. **Approval of May 2021 Checks:** Of note in this month's checks were the payment for the Library Automation Software and the final payment to the North Suburban Employee Benefit Coop. Kathy Meierhoff moved and Jon Heintzelman seconded a motion to approve checks numbered 14776-14784, 14786-14807; all voted aye.
8. **Committee Reports (members have been updated):** All committees met with the exception of Bylaw & Policy, Intergovernmental and Long Range Plan. See meeting packet for additional details.
  - a. **Finance** (Chair: Hayes, Members: Meierhoff, Zaute)
  - b. **Human Resources** (Chair: Jerch, Members: Graziano, Heintzelman)
  - c. **Technology** (Chair: Zaute, Members: Hayes, Shaul)
  - d. **Building & Grounds** (Chair: Jerch, Members: Meierhoff, Shaul)
  - e. **Bylaw & Policy:** (Chair: Meierhoff, Members: Heintzelman)
  - f. **Intergovernmental** (Chair: Bailey, Members: Graziano, Jerch)
  - g. **Long Range Plan** (Chair: Heintzelman, Members: Hayes, Zaute) Did not meet. The topic of the next biennial community survey was raised by Jennifer Graziano. It was agreed that the Long Range Plan committee will discuss and make a recommendation.
  - h. **Community Engagement** (Chair: Jerch, Members: Graziano)
11. **New Business:**
  - a. **Report on Programming for FY2020-2021:** Amazing work by library staff to not only keep most of its services available during the COVID pandemic but also expand and innovate them for our community when little else was available. It will be important to monitor if pandemic trends continue post-pandemic.

**b. Youth Services Department Mask Procedure:** There are 24 libraries within 15 miles of Lake Bluff. Ten of 24 require all patrons and staff to wear masks. Another 7 libraries ask patrons of their youth collection/services to mask. In total 17 of 24 have a mask requirement or about 70%. With new IDPH masking guidelines which vary by age and vaccination status, the library staff acts to remind patrons of mask policy, not enforce.

**c. Discussion on communication with Public:** The trustees can connect any individuals with detailed policy or process questions to Eric Bailey, Library Director or other relevant library staff.

**12. Old Business:**

**Capitol Project Update:** Joe Huberty, architect who specializes in library design, is preparing a project calendar and a more detailed cost estimate. Additionally, he will help us select a project/property manager to address the unique challenges of renovating a library and addressing noise, dust and safety for our patrons and library staff.

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

- Of note are two new programs: Storywalk in Artesian Park and both the Book Bike and Story Time at the Farmers Market on Friday mornings
- May circulation in 2021 was above May 2019 circulation (no pandemic), a sign that circulation may be normalizing. Sub-trends include a strong rebounding of Youth Services circulation. Adult circulation shows a slower bounce back than Youth Services. Digital circulation remains 80% above 2019. We will continue to monitor these trends as they indicate what resources our library patrons prefer as we continue toward a post-pandemic environment.
- Donna Williams Memorial Event will be held at Prairie Crossing on Sunday, Jun 27<sup>th</sup> at 11am. More details to come.

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

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

**16. Adjournment:** Bonnie Shaul moved and Kathy Meierhoff seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:56 pm.

Respectfully Submitted,

Bonnie J. Shaul