

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, March 16, 2021 at 7:00 PM
 123 E. Scranton Ave, Lake Bluff, IL, 60044

Notice: This meeting of the Lake Bluff Library Trustees was held without a quorum of Trustees physically present. The Trustees conducted the Board meeting with all Trustees attending remotely via electronic means. 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 Tricia Brockett, Bill Hayes, Jon Heintzelman, Janie Jerch, Kathy Meierhoff, Cal Stroh, and Matt Zaute. Also present were Library Employees Jillian Chapman, Katie Horner, Eliza Jarvi, Martha O'Hara, and prospective trustees Bonnie Shaul and Jennifer Graziano.
2. **Additions & Corrections to the Agenda:** We added to New Business a discussion of having staff members volunteer at Covid vaccination centers to enable them to be vaccinated sooner.
3. **Opportunity for Public to Address the Board:** No one wished to speak.
4. **Approval of Minutes:** Stroh moved and Meierhoff seconded a motion to approve the minutes of Feb. 16, 2021; all voted aye.
5. **February 2021 Financial Reports:** Bailey reported that he was mistaken last month in that 97.5% property tax revenues have been received. In fact, because of the time lag in property tax revenues being transferred, we are about \$24K short of our levy, as is the Village. Late payments to the County Collector that were allowed due to the pandemic have slowed the process down. On the plus side, we received more than \$6K in Naperville Impact Fees as well as the \$14K from the Kiwanis Club for capital equipment. We have a surplus of \$207K in our operating expenses as of the end of February, which will see us through the end of the FY2020-2021 in good shape. Stroh moved and Heintzelman seconded a motion to accept the February 2021 Financial Reports; all voted aye.
6. **Approval of February 2021 Checks:** Bailey noted that there was a check written to Granite Telecom Utilities, a new vendor that is approx. one third the cost of the previous vendor for the same services. Stroh moved and Zaute seconded a motion to approve February 2021 checks #14679-14685 and 14687-14702; all voted aye.
7. **Committee Reports:**
 - (Met)
 - a. **Finance** (Chair: Hayes, Members: Meierhoff, Zaute) Hayes reported meeting to look over the budget for FY2021-2022 in preparation for its final reading by the trustees this evening.
 - b. **Human Resources** (Chair: Jerch, Members: Brockett, Heintzelman) Jerch reported that Brockett's survey was in progress and that we would be meeting soon to discuss its findings. The survey is about Bailey's yearly performance evaluation.
 - (Did Not Meet)
 - c. **Building and Grounds** (Chair: Jerch, Members: Meierhoff, Stroh)
 - d. **Bylaw and Policy Committee:** (Chair: Stroh, Members: Heintzelman)
 - e. **Intergovernmental** (Chair: Bailey, Members: Stroh)
 - f. **Long Range Planning** (Chair: Heintzelman, Members: Hayes, Zaute)
 - g. **Outreach / Community Engagement** (Chair: Jerch, Members: Brockett)
 - h. **Technology** (Chair: Zaute, Members: Hayes)

8. New Business:

- a. Heintzelman moved and Stroh seconded a motion to present a Resolution of Thanks to Carol Carter for her stellar service as Head of Adult Programming; all voted aye.
- b. Stroh moved and Heintzelman seconded a motion to approve the contract with Computer View Inc. in the amount of \$14,240 for remote management of our LAN system; all voted aye. CVI specializes in libraries.
- c. The virtual servers, power distribution unit and switch were scheduled to be replaced this year. CVI's proposal came in under what was budgeted; Stroh moved and Hayes seconded motions to accept CVI's bids of \$23,975 for virtual servers, \$994 for a power distribution unit, and \$13,965 for a switch. All voted aye.
- d. With our younger staff members being lower on the list to receive Covid vaccines, one way to bump oneself higher on the priority list is to volunteer at any vaccination sites throughout Lake County. We discussed ways to give those employees time off to volunteer and be vaccinated. The HR committee will be meeting soon and consider how best to facilitate this. One idea is to give employees PTO after volunteering as compensation for using their personal time to volunteer.

9. Old Business:

- a. Final Reading of FY21-22 Budget: The Finance Committee voted to recommend the budget for FY2021-2022 with five outlined revisions. Stroh moved and Hayes seconded a motion to approve the revised budget for FY21-22 in the amount \$1,047,140; all voted aye. Meierhoff added that some of our proposed expenses may qualify for reimbursement with State of IL grant monies.
- b. Director's Annual Evaluation: Brockett noted that survey feedback is in, and that a preliminary draft will be crafted at the upcoming HR committee meeting.
- c. Capital Project Update: The Foundation Board has met to formulate plans.

10. Director's Report Highlights:

- With Ms. Carter stepping down and reducing her hours, Anna Fifhause will assume the position of Head of Adult Programming as of April 1, 2021.
- Covid cases have been trending downward for the last 5-6 days; the State of IL is looking at the process of fully reopening, and the Library continues to move toward more public access to the building.

11. Executive Session: There was none.

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

1. Adjournment: Stroh moved and Meierhoff seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:52 pm.

Respectfully Submitted,

Janie Jerch