

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting Minutes**  
**Tuesday, Nov 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 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 7:02 pm. Present were Trustees Kathy Meierhoff, Jennifer Graziano, Janie Jerch, Bonnie Shaul, Bill Hayes and Jon Heintzelman. Matt Zaute was absent. Also present were Library Employees Anna Fifhouse, Eliza Jarvi, Martha O'Hara and Katie Horner. Also joining was Bettina O'Connell, Village of Lake Bluff Finance Director.
- 2. Additions & Corrections to the Agenda:** Eric Bailey added a topic to New Business which was Return to In Person Meetings.
- 3. Opportunity to Address the Board:** Bettina O'Connell, Village of Lake Bluff Finance Director reported on the most recent independent audit for the fiscal year ended April 30, 2021. It was once again conducted virtually by Sikich & Co. due to COVID. There was an unmodified opinion rendered on the financial health of the Library, the highest level possible. Bettina O'Connell provided an overview of the audit findings and also noted that an RFP for audit service will be issued soon as the firm should be changed every few years. Lastly, she commented on the Village recommendation for the next tax levy. Janie Jerch moved and Jon Heintzelman seconded a motion to accept the audit; all voted aye.
- 4. Approval of Minutes:** There were no corrections to the minutes of Oct 19, 2021. Janie Jerch moved and Jon Heintzelman seconded a motion to approve these minutes; all voted aye.
- 5. October 2021 Financial Reports:** Property tax revenue was transferred to the Library in October, in the amount of \$206,105.91. Also, the Friends of LBPL have provided \$4,170 in donation of which roughly \$2,000 will be used to secure a new MacBook for library staff use (creating flyers, etc.) and another \$2,000 for the program fund. Expenses of note in October included the final payment on the parking lot refurbishment. We are still seeing saving on utilities (telecom in particular) vs. prior year. Kathy Meierhoff moved and Bill Hayes seconded a motion to approve the October 2021 Financial Reports; all voted aye.
- 6. Approval of October 2021 Checks:** October and November payments and checks are usually among the highest months as publishers release a lot of new books for the holiday season. Bonnie Shaul moved and Janie Jerch seconded a motion to approve checks numbered 14955, 14957-14994; all voted aye.
- 7. Committee Reports (members have been updated):**
  - a. Finance:** (Chair: Hayes, Members: Meierhoff, Zaute). The Village of Lake Bluff Finance Committee has decided to recommend a PTELL levy increase. Also, the Finance Committee conducted a fine review and determined that many libraries in the area are now fine-free and that LBPL should further investigate this possibility.
  - b. Human Resources:** (Chair: Jerch, Members: Graziano, Heintzelman) Recent staff departures and lack of response to job postings have indicated that the entry level jobs hourly rate should be increased to \$17 per hour. Also, the mid-year Library Director review will not take place as the Library Directors goals for 2021-2022 have not been set.
  - c. Technology:** (Chair: Zaute, Members: Hayes, Shaul) Two additional tech visits have been completed, Northbrook and Mount Prospect.
  - d. Building & Grounds:** (Chair: Jerch, Members: Meierhoff, Shaul) The Stroh Reading Room layout has been determined. The next step is to select the design features of the fireplace and furniture. Also, the committee recommends that the Finance Committee review options to fund approximately \$7,5000 need to complete a

Capital Resource Study which would inform a Capital Maintenance Plan. This has become more important in light of the recent staff retirement.

**e. Bylaw & Policy:** (Chair: Meierhoff, Members: Heintzelman) No report.

**f. Intergovernmental** (Chair: Bailey, Members: Graziano, Jerch). Lake Bluff Museum has asked the Library to take over responsibility for the memorial bricks found near library entrance. Clarification was requested on the financials around the bricks. Next IG meeting is scheduled for Jan. 2022.

**g. Long Range Plan:** (Chair: Heintzelman, Members: Hayes, Zaute) No report.

**h. Community Engagement:** (Chair: Jerch, Members: Graziano) A mini-survey of library patrons was drafted in Fall of 2021. The next larger, every two year survey will be drafted for review in January 2022.

#### **8. New Business:**

**a. Lake Bluff Village Tax Levy:** Eric Bailey discussed the details of the process for determining the tax levy. The PTELL levy with CPI (consumer price index, a measure of inflation) was recommended by the Village Finance Committee. Jon Heintzelman moved and Bill Hayes seconded a motion that the Library Board approve the levy extension of \$1,032,713 for Fiscal Year 2022-2023 which represents a PTELL increase of 1.794%; all voted aye.

**b. Email from Library Patron:** A patron requested improved inter-library loan options which would allow self-service for patrons to request inter-library loan items. An option is the CCS Union Catalogue, which was estimated at \$70,000 per year when last investigated by Library Staff. Another option could be the system Deerfield and Cook Memorial Libraries use called Link In which is estimated at \$20-30,000 per year. Note, with staff assistance our Library patrons can access the collection of other nearby libraries.

**c. Library Fines** - Additional discussion was held on the Library becoming fine free. The board discussed various library revenue sources and the sustainability of each. The budgeting category Misc. Revenues is used today when the Foundation reimburses the Library for the salary of the Library Foundation Development Coordinator. In next year's budget, this will be made more transparent.

**d. Library Hours** – the board supported a request by Library staff to close the Library at 5:00pm on the Wednesday before Thanksgiving.

#### **9. Old Business:**

**a. Capital Project Update,** Kathy Meierhoff will email an update on the capital campaign.

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

- Circulation is above 2019 levels for October. The Library and it's terrific staff are very busy with maintaining pandemic services and with various community partnerships.

**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 9:00, Bill Hayes moved and Janie Jerch seconded a motion to adjourn; all voted aye.

Respectfully Submitted,

Bonnie J. Shaul