

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, Oct 19, 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 and Matt Zaute. Jon Heintzelman was absent. Also present were Library Employees Jillian Chapman, Anna Fifhouse, Eliza Jarvi, Martha O'Hara, Katie Horner, Melissa Williams. Trustee Bill Hayes joined at 7:05pm.
- 2. Additions & Corrections to the Agenda:** None made or requested.
- 3. Opportunity to Address the Board:** None.
- 4. Approval of Minutes:** There were no corrections to the minutes of Sep 21, 2021. Matt Zaute moved and Bill Hayes seconded a motion to approve the minutes of Sep 21, 2021; all voted aye.
- 5. September 2021 Financial Reports:** No property tax revenue was transferred to the Library in September, however a deposit of \$206,105 has been made already in October. Of note, other revenue received included the per capita grant of \$8,439. For October, the library expects to receive: a generous \$2,000 grant from the Friends of Lake Bluff Library and reimbursement from FEMA (Federal Emergency Management Association) for COVID-19 related items (e.g. personal protective equipment, etc.) Fiscal year to date, actual expenses total 43.35% which is well aligned as September is the 5th month in our fiscal year (5/12= 41.67). Bonnie Shaul moved and Janie Jerch seconded a motion to approve the September 2021 Financial Reports; all voted aye.
- 6. Approval of Sept. 2021 Checks:** Of note in this month's checks were the payment to Mission Square which is the new name Vantage Point (Vantage Point administers the Library's deferred compensation plan.) Also, Granite Telecoms monthly expenses have leveled out at \$350 - \$450 which represents savings of \$300+ over the prior telecoms provider, Access One. Janie Jerch moved and Kathy Meierhoff seconded a motion to approve checks numbered 14918-14927, 14929 - 14954; all voted aye.
- 7. Committee Reports (members have been updated):**
 - a. Finance:** (Chair: Hayes, Members: Meierhoff, Zaute). Eric Bailey will attend the upcoming meeting of the Village of Lake Bluff Finance Committee on Oct. 25th at 5:30pm and the Village Meeting on Nov. 2nd. The agenda for these meetings includes a discussion on the tax levy for the next fiscal year.
 - b. Human Resources:** (Chair: Jerch, Members: Graziano, Heintzelman) Eric Bailey will set up an HR Committee meeting in the near future.
 - c. Technology** (Chair: Zaute, Members: Hayes, Shaul) The Technology committee has identified several different local libraries to visit and benchmark library technology trends. Visit to Deerfield is complete and visits to Prospect Heights and Northbrook have been scheduled.
 - d. Building & Grounds** (Chair: Jerch, Members: Meierhoff, Shaul) A preliminary planning meeting was held with Engberg Anderson and Jason Perkunas (project manager, Shales McNutt) on the construction of the Stroh Reading Room. Also, as related to the use of the parking lot, Anna Fifhouse has designed a vehicle sticker for all library personnel to display so it is evident when any non-library staff vehicles are in the parking lot.
 - e. Bylaw & Policy:** (Chair: Meierhoff, Members: Heintzelman)
 - f. Intergovernmental** (Chair: Bailey, Members: Graziano, Jerch). LB History Museum has requested a meeting.
 - g. Long Range Plan** (Chair: Heintzelman, Members: Hayes, Zaute)
 - h. Community Engagement** (Chair: Jerch, Members: Graziano)

8. New Business:

a. Illinois Libraries Present Intergovernmental Agreement: Eric Bailey recommended that the Lake Bluff Library consider joining a library programming consortia called Illinois Libraries Present. A pilot membership will provide our patrons six virtual programs over six months. See Oct. 19 board packet for additional details. Of note, participating libraries may choose which programs they market to their patrons. The board recommended the inclusion of a clause to allow the library to terminate without cause. Janie Jerch moved and Bill Hayes seconded a motion to approve the Illinois Library Presents group; all voted aye.

9. Old Business:

a. Capital Project Update, Melissa Williams: Top prospects for the capital campaign have been identified and small group presentations will be made to those individuals in Nov.

10. Director's Report Highlights:

- Big thanks to the Library staff who volunteered time and enthusiasm to the Lake Bluff 125th celebration and to the Friends of the Lake Bluff Library for acknowledging those efforts with a \$2,000 donation.
- The dedication of the Donna Williams statue will be held at the library on Fri. Oct. 29th at 7pm.

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 8:06, Bill Hayes moved and Bonnie Shaul seconded a motion to adjourn; all voted aye.

Respectfully Submitted,

Bonnie J. Shaul