

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting Minutes**  
**Tuesday, September 21, 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 7:01 pm. Present were Trustees Jenny Graziano, Jon Heintzelman, Janie Jerch, and Matt Zaute. Also present were Library Employees Martha O'Hara, Anna Fifhouse, Eliza Jarvi, Jillian Chapman, and Melissa Williams. Hayes, Meierhoff, and Shaul were absent.
2. **Additions & Corrections to the Agenda:** There were none.
3. **Opportunity for Public to Address the Board:** Jillian Chapman reminded everyone that the 125<sup>th</sup> +1 celebration will kick off this Saturday, September 25, at 5 pm. The Library has been very involved in planning all the events.
4. **Approval of Minutes:** There was a typo in item 4; also, Martha O'Hara was present at the August meeting but was not listed. Heintzelman moved and Jerch seconded a motion to accept the minutes with the above two corrections; all voted aye.
5. **August 2021 Financial Reports:** Bailey noted that \$76,095 in property tax revenue was received and that there would be more tax revenue coming in October, and that fees from passport services were robust. Approx. 35% of our budget has been expended, which is right on track for this fiscal year. The FEMA grant for reimbursement of Covid-related expenses such as PPE is moving forward, and we will soon be able to process license plate renewals, for yet another service to the community and revenue stream. Zaute moved and Jerch seconded a motion to accept the August 2021 Financial Reports; all voted aye.
6. **Approval of August 2021 Checks:** Some of the checks written this month were not large, but for unusual issues such as a patron puking on the rug, and bugs and a mouse finding their way into the building. So goes life in the woods. Heintzelman moved and Zaute seconded a motion to approve the August monthly checks numbered 14890-14897, 14899-14917; all voted aye.
7. **Committee Reports:**
  - (Met)
    - a. **Building and Grounds:** (CHAIR: Jerch. MEMBERS: Meierhoff and Shaul.) Jerch reported a busy month of meetings dealing with interviews of prospective construction management firms, the selection of one, and meeting with Shaun Kelly of Engberg Anderson regarding the interior design contract for the Stroh Quiet Reading Room. Both issues were referred to the Finance Committee. Both committees voted to bring the matters before the Board in September.
    - b. **Finance:** (CHAIR: Hayes. MEMBERS: Meierhoff and Zaute.) Zaute reported that they reviewed the proposal from the construction management firm SMC and would recommend that the Board accept the contract.
    - c. **Technology:** (CHAIR: Zaute. MEMBERS: Hayes and Shaul.) Zaute said they reviewed the assignments of staff and Board members to visit area libraries in order to survey what others are doing with technology. They hope to have a report for the Board in November or December.
  - (Did Not Meet)
    - d. **Bylaw and Policy Committee:** (Heintzelman and Meierhoff.)
    - e. **Intergovernmental:** (Bailey and ?)
    - f. **Long Range Planning:** (CHAIR: Heintzelman. MEMBERS: Hayes and Zaute.)
    - g. **Outreach / Community Engagement:** (CHAIR: Graziano. MEMBERS: Jerch.)

**h. Human Resources:** (CHAIR: Jerch. MEMBERS: Graziano and Heintzelman.)

**8. New Business:**

- a. Contract for Interior Design: Both Building & Grounds and Finance Committees recommend approval of Engberg Anderson's contract for the interior design of the Stroh Quiet Reading Room. Jerch moved and Zaute seconded a motion to approve the above designated contract; all voted aye.
- b. Closings for Calendar Year 2022: This calendar was the same as that adopted for 2021, with one addition, to close at 5 pm on the Wednesday before Thanksgiving. Heintzelman moved and Graziano seconded a motion to adopt the 2022 calendar, amended with the early closing the Wednesday before Thanksgiving; all voted aye.
- c. Board Meeting Dates: Bailey proposed the usual schedule of meetings on the third Tuesday of every month with the exception of December, when we will meet the second Tuesday. Jerch moved and Zaute seconded a motion to accept the proposed schedule for 2022; all voted aye.

**9. Old Business:**

- a. Capital Project Update: Melissa Williams, our new Development Coordinator, spoke about the "quiet phase" of our Capitol Project which is already underway, and plans for the public campaign, which will begin with a focus on improvements to the Youth Services area. A sustainable volunteer program in Youth Services is being organized, which will draw the attention of interested parties to potential improvements to the space. The Foundation has its first volunteer, former Trustee Scot Butler, who will help with branding in the Youth Services phase of the campaign. Melissa also talked about plans to use the Library's webpage to highlight all aspects of the Capitol Project.

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

- The Library held its second outdoor theater event with Gorton Center on Aug. 20; approx. 150 people attended a showing of "The Princess Bride." This followed our first outdoor theater event on June 25 when "Jurassic Park" was shown at the Park District.

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

**12. Any and All Other Business which may properly come before the Board:** The Friends of the Library meeting was rescheduled for this Saturday, Sept. 25 at 10 am. Graziano agreed to attend because Jerch will be unavailable.

**13. Adjournment:** Jerch moved and Heintzelman seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:14 pm.

Respectfully Submitted,

Janie Jerch