

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, April 19, 2022 at 7:00 PM
 123 E. Scranton Ave, Lake Bluff, IL, 60044

Notice: This meeting of the Lake Bluff Library Trustees was held 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, Bonnie Shaul, Matt Zaute, Bill Hayes and Jenny Graziano. Trustees Jon Heintzelman and Janie Jerch were absent. Also present were Library Employees Jillian Chapman, Anna Fifhause and Katie Horner. Ms. Melissa Williams, Development Coordinator, Lake Bluff Library Foundation also attended.
2. **Additions & Corrections to the Agenda:** There were none.
3. **Opportunity for the Public to Address the Board:** There were none.
4. **Approval of Minutes:** Hayes requested a correction to the March 15,2022 minutes as his name was misspelled. Hayes moved and Zaute seconded a motion to approve the amended minutes of March 15, 2021; all voted aye.
5. **Mar 2022 Financial Reports:** Additional tax revenue received in March was \$9,221. The fiscal year to date (FYTD) amount received is 100.23% of expectation. Additionally, Passport revenue is \$19,278 FYTD and (spoiler alert) has topped \$20,000 as of mid-April '22. FYTD Revenues, less FYTD Expenses and estimated April '22 expense should support an estimated \$20-30,000 addition to the Library reserve fund. Shaul moved and Zaute seconded a motion to approve the Mar 2022 Financial Reports; all voted aye.
6. **Approval of Mar 2022 Checks:** All checks issued were for usual and customary expenses. Of note, Engberg Anderson has been paid a first installment for their design work of the Stroh Quiet Reading Room. Meierhoff moved and Hayes seconded a motion to approve checks numbered 15140, 15142-15171; all voted aye.
8. **Committee Reports (members have been updated):**
 - a. **Building & Grounds:** (Chair: Jerch, Members: Meierhoff, Shaul) Committee continues to meet regularly to advance the design and construction of the Stroh Reading Room. Estimated construction start: June 2022 and estimated completion is 4-6 weeks.
 - b. **Campaign Planning Committee (AD HOC)** (Chair: Meierhoff, Members: Heintzelman and Jerch)
See Old Business
 - c. **Human Resources** (Chair: Graziano Members: Jerch, Heintzelman) Director Bailey's annual evaluation is moving ahead as planned. The committee recommends adding behaviors the '22-'23 evaluation.

(Did Not Meet)

 - d. **Intergovernmental Committee** (Chair: Bailey, Members: Jerch and Graziano)
 - e. **Finance** (Chair: Hayes, Members: Meierhoff, Zaute)
 - f. **Technology** (Chair: Zaute, Members: Hayes, Shaul) Zaute provided an update on the plan to prioritize findings from the visits to neighboring libraries, share findings at the May '22 Board meeting and to include questions on technology in the patron survey being developed for mid-year distribution.
 - g. **Bylaw & Policy:** (Chair: Meierhoff, Members: Heintzelman)
 - h. **Long Range Plan** (Chair: Heintzelman, Members: Hayes, Zaute).
 - i. **Community Engagement** (Chair: Graziano, Members: Jerch)

9. New Business:

a. LAN Maintenance: CVI continues to provide this service to the library. The Tech committee recommends that this contract be renewed at a slightly lower annual cost. Zaute moved and Shaul seconded a motion to approve the extension of the CVI LAN Maintenance contract for \$14,000 for FY 2022-2023; all voted aye.

10. Old Business:

a. Capital Project Update/Coordinator's Report: The Campaign Planning Committee will meet with the LBPL Friends (prior discussion occurred with the LBPL Friends Executive team) this Saturday to discuss a proposed collaboration on fundraising for the Library. Additionally, the committee remains cautiously optimistic regarding possible future use of the PNB Bank building as dialogue with owners in on-going.

11. Director's Report Highlights:

- March 2022 Circulation: Compared to March '19 circulation of 8,387, March '22 circulation 8,934 (up 6.5%).
- Long Range Plan: There is some interest among the LB Village organizations (Park District, Library, Schools, etc.) to create a village-wide Long Range Plan.
- Streetscape renovations: The Village is not expected to begin any streetscape renovations affecting the Library until they receive a grant to do so.

12. Executive Session: There was none.

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

14. Adjournment: Shaul moved and Hayes seconded a motion to adjourn; all voted aye. Meeting adjourned at 8:11pm.

Respectfully Submitted,

Bonnie J. Shaul