

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, February 15, 2022 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 Bill Hayes, Jon Heintzelman, Janie Jerch, Kathy Meierhoff, Jenny Graziano, and Matt Zaute. Also present were Library Employees Martha O'Hara, Eliza Jarvi, Katie Horner, and Development Coordinator Melissa Williams. Trustee Bonnie Shaul was absent.
- 2. Additions & Corrections to the Agenda:** Under New Business, Bailey added a discussion of how to present an Employee Appreciation event, which has historically been a Holiday luncheon, during pandemic restrictions.
- 3. Opportunity for Public to Address the Board:** No one wished to speak.
- 4. Approval of Minutes:** It was noted that two Committee Chairs were incorrect, that Graziano is chair of HR and CE and Jerch is a member of both. Jerch moved and Meierhoff seconded a motion to approve the amended minutes of Jan.18, 2022; all voted aye.
- 5. January 2022 Financial Reports:** Bailey reported that 97.95% property tax revenues have been received and that 76% of our annual budget expended, so we are right on track with 75% of the fiscal year completed. Bailey also mentioned that a new accounting firm, Lauterbach and Amen, has taken over day-to-day accounting for former Assistant Village Finance Director Marlene Scheibl. Zaute moved and Hayes seconded a motion to accept the January 2022 Financial Reports; all voted aye.
- 6. Approval of January 2022 Checks:** Zaute moved and Meierhoff seconded a motion to approve January 2022 checks #15068, 15070-15112; all voted aye.
- 7. Committee Reports:**
 - (Met)**
 - a. Building and Grounds** (Chair: Jerch, Members: Meierhoff, Shaul) Jerch reported that they've been busy with the Stroh Reading Room project, having met several times with Shaun Kelley and Jason Perkunas of Engberg Anderson, donor Cal Stroh, and various Library employees to discuss wall, furniture, and fireplace finishes and see samples, to discuss cost estimates (significantly over budget) and construction timeline (significantly behind schedule). Clearly there is much yet to do. Fortunately, many great ideas resulting in cost savings are being considered. Stay tuned!
 - b. Human Resources** (Chair: Graziano, Members: Jerch, Heintzelman) Graziano will report during New Business, item 8.
 - c. Campaign Planning Committee (AD HOC)** (Chair: Meierhoff, Members: Bailey, Heintzelman, Jerch, Development Coordinator Williams) Meierhoff reported having a solid proposal for seeking an agreement with the Friends of the Library to coordinate fundraising efforts under the Friends banner, and that there will be a meeting, soon but as yet unplanned, to present this proposal. She also reported that Williams is pursuing the State of Illinois grant, which we were awarded, but funds have yet to be released. Williams is also looking into the possible availability of the old PNC Bank building across the street from the Library.
 - d. Finance** (Chair: Hayes, Members: Meierhoff, Zaute) Hayes reported meeting to examine the proposed budget for FY2022-2023, and with one small amendment (detailed in Old Business, item 9); the Committee recommended that the Board approve the amended budget.

e. Long Range Planning (Chair: Heintzelman, Members: Hayes, Zaute) Heintzelman reported meeting on Jan. 31 to fine-tune the community survey, which will be the first survey sent out to the public in 4 years. This will go out on June 1 and results will be gathered over the summer. Findings will aid in leading the creation of a new long-term plan, which they anticipate being a 3-year plan.

(Did Not Meet)

f. Bylaw and Policy Committee: (Heintzelman, Meierhoff)

g. Community Engagement (Chair: Graziano, Member: Jerch)

h. Intergovernmental (Chair: Bailey, Members: Jerch, Graziano)

i. Technology (Chair: Zaute, Members: Hayes, Shaul) Zaute reported that while this committee has not formally met, they have been busy visiting neighboring libraries (7 visits by the end of this week!). They have been accompanied by various members of our Library staff and energized by what they have observed. They noted that their focus is not only on the technology used by these other libraries but also the choices in programming and the use of physical space. A holistic view adds great value to these visits!

8. New Business:

a. Annual Evaluation: Graziano reported that the Director's Annual Evaluation is well under way and that the last stage of information gathering will wrap up this week. The committee will meet again before the end of February to prepare the evaluation for presentation to Bailey and the Board.

9. Old Business:

a. Draft Budget for FY2022-2023: Second Reading: Bailey shared the details and explained the slight amendment to the proposed budget, which is simply an accounting issue concerning the Development Coordinator's salary, and will have no net effect on the overall budget. Hayes moved and Heintzelman seconded a motion to approve the amended FY2022-2023 budget; all voted aye.

b. Capital Project Update: Williams, Bailey and Meierhoff are making progress while meeting weekly with the Campaign Planning Committee. Stay tuned here, too!

10. Director's Report Highlights:

- A donation of \$3000 from Davey Tree came in to provide for a summer garden on the west side of the Library. Jillian Chapman solicited this donation to enhance the Summer Reading Club, which will focus on gardens.
- The number of visitors to the Library is down due to the Omicron variant, but circulation numbers are up. The number of offerings of e-materials has increased significantly, as has the demand for such.
- With Rachel Yancy being added to the Library Staff, we are back once again to a full complement of employees.

11. Executive Session: There was none.

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

13. Adjournment: Jerch moved and Heintzelman seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:26 pm.

Respectfully Submitted,

Janie Jerch