

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, January 18, 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 7:01 pm. Present were Trustees Bill Hayes, Kathy Meierhoff, Bonnie Shaul, Matt Zaute, Jon Heintzelman and Janie Jerch. Jenny Graziano joined at 7:03pm. Also present were Library Employees Jillian Chapman, Anna Fifhouse, Eliza Jarvi, Martha O'Hara and Katie Horner. Ms. Melissa Williams, Development Coordinator, Lake Bluff Library Foundation also attended.
 - 2. Additions & Corrections to the Agenda:** Bailey requested we move the Capital Project Update/Coordinator's Report to the top of the agenda. Teen Volunteer Program Overview was added to New Business.
 - 3. Capital Project Update/Coordinator's Report -** An ad hoc committee has been formed to guide the activities of the fundraising campaign. Additionally the focus is shifting from a capital campaign to creating a sustainable giving program and expanding the donor base.
 - 4. Opportunity for the Public to Address the Board -** None.
 - 5. Approval of Minutes:** There were no corrections to the minutes of December 15, 2021. Janie Jerch moved and Bill Hayes seconded a motion to approve the minutes of December 15, 2021; all voted aye.
 - 6. Dec 2021 Financial Reports:** Tax revenue in the amount of \$193,537.78 received bringing total year to date receipt to 97.56% of budget Passport revenue was \$1,073.18 for December and continues to exceed estimates. Total revenues YTD are at 99.17% with four months remaining in the fiscal year. Total Expenditures for December were \$79,733.80 bringing year to date expenditures to 68.02% of the fiscal year with four months remaining. Bill Hayes moved and Janie Jerch seconded a motion to approve the December 2021 Financial Reports; all voted aye.
 - 7. Approval of December 2021 Checks:** Regarding expenses, website services are moving from one vendor (NextWord) to a new vendor (Net 2 Community) and the type of contract shifting from retainer to pay as you go. Of note, Nextword stated that Martha O'Hara is the easiest person with whom they have worked. Jon Heintzelman moved and Bill Hayes seconded a motion to approve checks numbered 15029, 15031, 15033-15067; all voted aye.
 - 8. Committee Reports (members have been updated):**
 - a. Campaign Planning Committee (AD HOC)** (Chair: Meierhoff, Members: Heintzelman and Jerch)
This committee was formed to guide the fundraising activities of the LBL Foundation and reduce redundancy and inefficiency.
 - b. Intergovernmental Committee** (Chair: Bailey Members: Jerch and Graziano)
Discussion with the History Museum continues on the memorial brick program responsibility and financials.
- Did Not Meet:
- c. Finance** (Chair: Hayes, Members: Meierhoff, Zaute)
 - d. Human Resources** (Chair: Jerch, Members: Graziano, Heintzelman)
 - e. Technology** (Chair: Zaute, Members: Hayes, Shaul)
 - f. Building & Grounds** (Chair: Jerch, Members: Meierhoff, Shaul)
 - g. Bylaw & Policy:** (Chair: Meierhoff, Members: Heintzelman)
 - h. Long Range Plan** (Chair: Heintzelman, Members: Hayes, Zaute).
 - i. Community Engagement** (Chair: Jerch, Members: Graziano)

9. New Business:

a. Draft Budget for FY2022-2023: Director Bailey provided an initial overview of the proposed budget. The tax levy for FY22-23, an increase of 1.794%, was approved at the October 20, 2021 meeting. Key changes for expenses include a decrease in medical insurance costs due to staff turnover, offset by increases minimum hour rates as approved previously by the Board. Other key changes include the replacement of the firewall server (\$15k), new wireless access points, siding replacement and staff office furniture replacement.

b. Teen Volunteer Program Overview: This program is slated to start in late February/early March. It will occur on the first and third Saturdays of the month. There will be a 'Mystery Reader' lead story time and a craft. Teenagers will be identified to volunteer for this event and their responsibilities will include greeting program attendees and leading the craft/art activity.

10. Old Business: There was none.

11. Director's Report Highlights:

- Due to COVID, the annual staff holiday meal and gathering will be replaced by an asynchronous meal certificate or voucher. Director Bailey is working with Bluffington's to recognize staff efforts as well as support a local business.
- Recruitment and Staffing: The library has filled all vacant positions. Please introduce yourself to our newest Library Associate, Rachel Yancy. Please introduce yourself to her when you're at the library.

12. Executive Session: There was none.

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

14. Adjournment: Janie Jerch moved and Matt Zaute seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:07pm.

Respectfully Submitted,

Bonnie J. Shaul