

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, March 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 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 7:02 pm. Present were Trustees Kathy Meierhoff, Bonnie Shaul, Matt Zaute, Janie Jerch and Jenny Graziano. Bill Hayes joined at 7:11pm. Also present were Library Employees Jillian Chapman, Anna Fifhouse 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:** Bailey requested a correction to the minutes from February 15, 2022. The new accounting firm, Lauterbach and Amen, is now supporting and assisting the Lake Bluff Village head of Finance. Zaute moved and Meierhoff seconded a motion to approve the amended minutes of February 15, 2021; all voted aye.
- 5. Feb 2022 Financial Reports:** Additional tax revenue was received. The fiscal year to date amount received is 99.32% of expectations. Total Expenditures year to date are at 84% of expectations with 16.67% of the year (2 months) remaining. Jerch moved and Shaul seconded a motion to approve the Feb 2022 Financial Reports; all voted aye.
- 6. Approval of February 2022 Checks:** All checks issued were for usual and customary expenses. Of note, Director Bailey received reimbursement for items he purchased for library, e.g. salt for the sidewalks, etc. Jerch moved and Zaute seconded a motion to approve checks numbered 15113, 15115-15139; all voted aye.
- 8. Committee Reports (members have been updated):**
 - a. Building & Grounds:** (Chair: Jerch, Members: Meierhoff, Shaul) Committee has met several times in the last month to discuss furniture, finishing, etc. Estimates for the renovation of the Stroh Reading Room are in and committee will meet again soon. Jerch moved and Hayes seconded a motion as follows: pending the approval by the Building and Grounds Committee on the Stroh Reading Room, the Board pre-approves an amount not to exceed \$78,000 (including \$7,500 in contingency funds) as we currently have donations to cover this amount.
 - b. Campaign Planning Committee (AD HOC)** (Chair: Meierhoff, Members: Heintzelman and Jerch) The committee will meet with the LBPL Friends Executives this week to discuss a proposed collaboration on fundraising for the Library. Additionally, the team connected with the current owners of the PNB Bank building to open a dialogue on possible future use of that structure.
 - c. Human Resources** (Chair: Graziano Members: Jerch, Heintzelman) Director Bailey's annual evaluation is ahead of scheduled development and should be finalized by the April 2022 meeting, along with his goals for FY 2022-23.

(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)
 - 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. Trustee for April 23, 2022 Friends of the Library Meeting** – Meierhoff agreed to attend. Thank you Kathy!

10. Old Business:

a. Annual Evaluation for Library Director – see Human Resources Committee

b. Social Media Policy – The Board reviewed a proposed Social Media Policy and amended it (the word ‘race’ added to list of protected categories). Zaute moved and Jerch seconded a motion to approve the amended Social Media Policy; all voted aye.

C. Capital Project Update/Coordinator’s Report - The pursuit of the State of Illinois Grant continues. Williams has contacted the state via email and phone and once again confirmed that LBPL is approved to receive a grant. She will do some research to determine if other local libraries have received any funds from this grant. She will follow up again with the State, early next week.

11. Director’s Report Highlights:

- The Illinois State of Emergency, due to COVID, is likely to end soon. When it does, an in-person quorum will be required for our Board meetings. Stay on the look out for notices from Eric on the format of the April 19th meeting.
- Open Meetings Act Training: The website is up and running. Those of you required to do so, should complete training and provide a hard copy of completed certificate to Director Bailey.

12. Executive Session: There was none.

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

14. Adjournment: Jerch moved and Hayes seconded a motion to adjourn; all voted aye. Meeting adjourned at 8:13pm.

Respectfully Submitted,

Bonnie J. Shaul