

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, May 17, 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, Jon Heintzelman and Jenny Graziano. Bill Hayes joined at 7:11pm. Also present were Library Employees Jillian Chapman, Anna Fifhouse, Katie Horner and Eliza Jarvi.
2. **Additions & Corrections to the Agenda:** There were none.
3. **Election of Secretary Pro Tempore:** Bonnie Shaul volunteered to serve as Secretary Pro Tempore. All voted aye.
4. **Election of Board Officers and Selection of Committee Members** The following individuals were elected by the board to serve as officers; all voted aye.
 - President: Kathy Meierhoff
 - Vice President: Bonnie Shaul
 - Treasurer: Bill Hayes
 - Secretary: Janie Jerch

Committees were formed as follows, with the directive that each committee is to meet and elect a Chair. Jerch moved and Zaute seconded a motion for the following committee membership. As the Campaign Planning Committee is an ad hoc committee, its membership was not elected.

Building and Grounds: Jerch, Meierhoff, Shaul
Community Engagement: Graziano, Jerch
Human Resources: Graziano, Jerch, Shaul
Long Range Planning: Hayes, Heintzelman, Zaute

Bylaws and Policy: Jerch, Meierhoff
Finance: Hayes, Meierhoff, Zaute
Intergovernmental: Bailey, Graziano, Jerch
Technology: Hayes, Shaul, Zaute

4. **Approval of Minutes:** Zaute moved and Meierhoff seconded a motion to approve the April 19, 2022 minutes; all voted aye.
5. **Apr 2022 Financial Reports:** No additional tax revenue was received in April. The full fiscal year 2021-2022 (FFY) amount received is 100.23% of expectation. Additionally, passport revenue for the FFY was \$20,802. Many thanks to the Library Staff who have developed and operationalized this new revenue stream. FFY Revenues, less FFY Expenses support an estimated \$30-35,000 addition to the Library reserve fund. Hayes moved and Heintzelman seconded a motion to approve the Apr 2022 Financial Reports; all voted aye.
6. **Approval of Apr 2022 Checks:** All checks issued were for usual and customary expenses. Jerch moved and Heintzelman seconded a motion to approve checks numbered 15172, 15174-15226; all voted aye.
8. **Committee Reports (membership shown is as of FY 21-22) :**
 - a. **Building & Grounds Committee:** (Chair: Jerch, Members: Meierhoff, Shaul) Committee met twice over the last four weeks to explore early design concepts should the Library be able to expand into the Wood Building. The Lake Bluff History Museum is doing the same for the vacant building across the street from the Library.
 - b. **Campaign Planning Committee (AD HOC)** (Chair: Meierhoff, Members: Heintzelman and Jerch) Efforts have been newly focused on working with the LB History Museum to obtain cost estimates for possible Library expansion and History Museum relocation to determine a joint capital fundraising goal.

c. Technology Committee: (Chair: Zaute, Members: Hayes, Shaul) Committee met to summarize and prioritize findings from visiting neighboring libraries. Several items noted were completed or are underway at LBPL. About three were removed from the list as not applicable/feasible and approximately 20 have been assigned to Library Staff or Trustees for further consideration. All agreed that the visits to neighboring libraries should happen on a regular interval.

(Did Not Meet)

d. Intergovernmental Committee (Chair: Bailey, Members: Jerch and Graziano)

e. Finance Committee: (Chair: Hayes, Members: Meierhoff, Zaute)

f. Human Resources Committee:

g. Bylaw & Policy Committee: (Chair: Meierhoff, Members: Heintzelman)

h. Long Range Plan Committee: (Chair: Heintzelman, Members: Hayes, Zaute).

i. Community Engagement: (Chair: Graziano, Members: Jerch)

9. New Business:

a. Amendment to User Behavior Policy: Heintzelman moved and Zaute seconded a motion to amend the policy to make the service animal portion consistent with the American with Disabilities Act; all voted aye.

b. Amendment to the Circulation Policy: Meierhoff moved and Hayes seconded a motion to formalize the current practice and add a statement to the Circulation Policy that fines and fees paid to the Library are nonrefundable; all voted aye.

c. Resolution Adopting Prevailing Wage Ordinance : Zaute moved and Heintzelman seconded the annual renewal to pay prevailing wages; all voted aye.

d. Nonresident Card Program Participation: Zaute moved and Hayes seconded the motion to provide non-residents a Library card; all voted aye.

10. Old Business:

a. Capital Project Update/Coordinator's Report: Committee met with the Friends of Lake Bluff Library. At this time, they are not interested in combining fundraising efforts with our Capital Planning Committee.

11. Director's Report Highlights

- Congratulations to Katie Horner, Head of Circulation and Reference, whose article for Public Libraries magazine was elected as the first place winner in their annual Feature Article Contest. Here is a link to Katie's article: <http://publiclibrariesonline.org/2022/01/we-can-do-better-best-and-worst-practices-for-managers-responding-to-sexual-harassment-claims/>

Fiscal Year 2021-2022 Circulation Statistics:

- FY 21-22 Total Circulation: **4.4% increase** vs. FY 18-19 (pre-pandemic), with over 100,000 items circulated
- FY 21-22 Physical Circulation: 7.5% decrease vs. FY '18-19
- FY 21-22 Digital Circulation: 90.3% increase vs. FY '18-19 (yes, 90% increase!!)
- Digital Circulation as % of Total Circulation Trend
 - FY18-19: **12.1%** FY19-20: **18.3%** FY20-21: **39.8%** FY21-22: **22.1%**

12. Executive Session: There was none.

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

14. Adjournment: At 8:21pm, Jerch moved and Heintzelman seconded a motion to adjourn; all voted aye.

Respectfully Submitted,

Bonnie J. Shaul