

**Lake Bluff Public Library  
Engagement Committee Meeting Minutes  
Friday, April 19, 2024 at 4pm  
123 E. Scranton Ave, Lake Bluff, IL, 60044**

**Notice: This meeting of the Lake Bluff Library Board of Trustees was held with a quorum of Trustees physically present. The meeting was conducted with two attending Trustees physically present. As required by law, at least one representative from the Library was present at the Library while participating in the meeting.**

- 1. Call to Order:** Trustee Jardine called the meeting to order at 4:07 p.m.
- 2. Roll Call:** Trustee Jardine, Trustee Graziano, Director Grassi
- 3. Public Comment:** None present
- 4. Approve Minutes from March 15, 2024:** Jardine moved to approve, Graziano seconded and all voted aye.
- 5. New Business**
  - A. Lions Club Presentation and Donation Request on May 8, 2024:** Jardine and Grassi to meet to discuss the presentation and prepare.
  - B. RAILS “My Library Is...” Grant Award for Community Engagement and Next Steps**
  - C. Public Engagement Sessions for Master Plan**
    1. Open Houses with Architects (drop-in)
    2. Focus Group and Tour Events (registration? Invite only?) - How can we spread the word for these events- signboards, bookmarks, social media..
    3. Identify list of community stakeholders for surveys and other community - Jenny to draft a letter for trustees and spreadsheet so they can input their contacts/groups and create a working list of contacts.
- 6. Working Meeting Portion:** Jardone and Graziano reviewed the onboarding packet. It was decided that the onboarding packet would be put on hold for the time being.
- 7. Adjournment:** Jardine moved to adjourn and Graziano seconded: all voted aye. Meeting was adjourned at 6:05 p.m.

Respectfully submitted,

Jenny Graziano