



Lake Bluff Public Library
Library Board of Trustees Meeting
Tuesday, December 12, 2023 at 7 PM
123 E. Scranton Avenue, Lake Bluff, Illinois 60044

Notice: This meeting of the Lake Bluff Library Board of Trustees was held with a quorum of Trustees physically present. The meeting was simulcast for any members of the public who did not wish to attend the meeting in-person at the Lake Bluff Public Library building. Guidelines and access codes were published before the meeting so members of the public could log in. The meeting was recorded, with the recording made available through the Library's website. 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:** Board President Bonnie Shaul called the meeting to order at 7:04 pm.
2. **Roll Call:** Trustees Shaul, Graziano, Friedeman, Jardine, Jerch and Zaute (arrived 7:33 pm) were present; Trustee Hayes was absent. Library Director Renee Grassi and library staff members Jillian Chapman, Eliza Jarvi and Martha O'Hara were also present.
3. **Pledge of Allegiance**
4. **Additions & Corrections to the Agenda:**
 - a. Trustee Shaul moved to approve Trustee Friedeman's remote participation due to illness, allowable by the current Board policy, Trustee Jerch seconded; all voted aye.
5. **Opportunity for Public to Address the Board:**
 - a. Emily Lane, resident of Lake Bluff, addressed the Board regarding feedback on the pilot hours. She stated that she believes the Library should be open when the most people can access it, which she described as after work and school hours, and believes that the weekend and evening hours should be reinstated.
6. **Approval of Board Meeting Minutes**
 - a. Approval of Minutes of November 14th, 2023 Regular Board Meeting: Trustee Jerch moved to approve the minutes of the November 14th Regular Board Meeting, Trustee Graziano seconded; Trustees Graziano, Friedeman, Shaul and Jerch voted aye. Trustees Jardine abstained.
7. **Library Director Updates:** Library Director Grassi provided an overview of November happenings at the Library. Staff development day was hosted for all staff in November with a special presentation by JJ's List, which is a local non-profit organization that supports inclusion of and accessibility for people with disabilities by providing professional development and training for employees and organizations. Director Grassi conducted a presentation for staff on the salary benchmarking project that is in process. Multiple staff participated in external professional development training and staffing constraints continue to be a challenge to maintain continuity of programming. A backlog of technology projects were completed by Martha O'Hara in the past month to streamline workflows. Library Director Grassi met with Engberg Anderson to finalize



the Building and Grounds report (including the Accessibility & Site Evaluation report), which is anticipated for presentation to the full Board in January or February.

8. **Committee Reports**

(Met)

- a. **Human Resources Committee** (CHAIR: Graziano. MEMBERS: Jerch and Shaul): The HR Committee met to plan for the Director's annual evaluation, including creating a calendar for survey dates to gather feedback for the Director. The calendar will be finalized in the next few months. Planning for the staff appreciation luncheon on January 5th was also discussed. The HR Committee also had a joint HR-Finance Committee meeting to discuss the Library Director's annual salary adjustment, which will be made public in January 2024 once it is in effect, as required.
- b. **Finance Committee** (CHAIR: Hayes. MEMBERS: Shaul, Zaute): The Finance Committee went through the draft budget for the next fiscal year and will meet to discuss the second draft of the budget again in the next week. The next fiscal year budget will be presented to the Board in January, along with the audit report.
- c. **Bylaws & Policy Committee** (CHAIR: Friedeman. Members: Zaute): Trustee Friedeman reported that there are two policy revisions/additions on the agenda tonight for the Board to review and approve in the Personnel Policy to be in compliance with Paid Leave for All Workers by January 1, 2024. Policy priorities were revised based on long range plans and library needs.
- d. **Long Range Planning Committee** (CHAIR: Shaul. MEMBERS: Friedeman, Shaul): Trustee Shaul was selected as the Chair of the committee. The committee determined a Board retreat date for February 24, 2024 to begin the strategic planning process, with Jamie Rachlin from Meristem Advisors providing a presentation for Board development. The committee reviewed multiple long range plans from other libraries, including previous versions from the Lake Bluff Public Library.

(Did Not Meet)

- e. **Building and Grounds Committee** (CHAIR: Jerch. MEMBERS: Jerch, Jardine, Shaul)
- f. **Community Engagement Committee** (CHAIR: TBD. MEMBERS: Jardine, Graziano)
- g. **Technology Committee** (CHAIR: TBD. MEMBERS: Hayes, Shaul, Zaute)
- h. **Intergovernmental Committee** (MEMBERS: Jerch, Grassi)
- i. **Special Topics Committee** (AD HOC. Committee membership is assigned by topic)

9. **November 2023 Financial Reports**

- a. **November Detailed Revenue & Expense Report**: Trustee Zaute moved to approve the Revenue and Expense Report from November 2023, Trustee Jardine seconded; all voted aye.
- b. **October Monthly Check Disbursement (15831-15869)**: Trustee Jerch moved to approve checks numbered 15831-15869, Trustee Zaute seconded; all voted aye.

10. **New Business**



- a. **Vote to request Lake Bluff Public Library's Personal Property Replacement Tax:** Library Director Grassi provided an overview of how local funds comprise the vast majority of operating funds for the library. Director Grassi presented information on the Personal Property Replacement Tax which is a replacement payment for taxes lost when governments lost their ability to levy property tax on certain businesses. Public libraries in Illinois are eligible recipients of these funds as long as they existed before 1977. The Lake Bluff Public Library does not currently and did not historically receive these payments, despite eligibility. Legal counsel confirmed that Lake Bluff Public Library is eligible for 4% of the PPRT taxes received by the Village of Lake Bluff annually. Director Grassi and Board President Shaul met with the Village on November 30, 2023 to discuss memorializing PPRT payments for the Lake Bluff Public Library. The Village of Lake Bluff proposed a payment of PPRT in the amount totaling monies owed from the past 5 years. The Board requests that the Finance Committee research interest rates from 1977 to 2008. Trustee Jerch moved to approve that the Board of Trustees of the Lake Bluff Public Library request all delinquent payments of Personal Property Replacement Tax with compounded interest from 1977 – present immediately from the Village of Lake Bluff Board of Trustees; Trustee Zaute seconded; all voted aye.
 - b. **Vote to approve updates to Personnel Policy Section 4.9 (Telecommuting):** Trustee Zaute moved to approve the proposed Personnel Policy - Section 4.9 Telecommuting updates; Trustee Jardine seconded; all voted aye.
 - c. **Vote to approve updates to Personnel Policy Section 5.12 (Paid Leave for All Workers):** Trustee Zaute moved to approve the proposed Personnel Policy - Section 5.12 Paid Leave for All Workers addition; Trustee Jerch seconded; all voted aye.
 - d. **Vote to approve the 2023-2024 Intergovernmental Agreement with Forest Bluff School:** Trustee Jerch moved to approve the Intergovernmental Agreement with Forest Bluff School; Trustee Zaute seconded; all voted aye.
 - e. **Lake Bluff History Museum Letter Intergovernmental Agreement:** The Lake Bluff History Museum has issued a letter to exercise a 10 year renewal of their lease at 127 E. Scranton Avenue, as allowed for in the original lease agreement. Director Grassi will communicate with Kathy O'Hara that the letter was reviewed at the December Board meeting.
11. **Library Correspondence:** Director Grassi provided an overview of library correspondence from the past month including feedback on the hours pilot and staff feedback. The Board engaged in a discussion regarding feedback from the community regarding the hours pilot, opportunities for data check in and response to a handwritten letter regarding the new hours.
 - a. Trustee Zaute departed the meeting at 8:59 pm.
 12. **Any and all other business which may properly come before the Board:** Board President Shaul extended an invitation to attend the Staff Luncheon hosted by Library Trustees on Fri. January 5, 2024.
 13. **Executive Session(s) if needed:** There was none.



14. **Adjournment:** Trustee Jerch moved to adjourn, Trustee Graziano seconded; all voted aye. The meeting adjourned at 9:03 pm.

Respectfully submitted,

Alexandra Friedeman
Secretary