



**Lake Bluff Public Library  
Library Board of Trustees Meeting**

**Tuesday, April 15th 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 7:01 pm.
2. **Roll Call:** Trustees Friedeman, Jerch, Hayes, Zaute and Shaul were present. Trustee Jardine was absent. Trustee Graziano arrived at 7:22 pm. Library Director Natalie Starosta and Anthony Garriga were also present, Jillian Chapman attended remotely.
3. **Additions & Corrections to the Agenda:** Trustee Shaul requested that agenda items D-F in New Business (Resolution Honoring Outgoing Trustees) be addressed by 7:30 pm, moving them to follow the Library Director Updates.
4. **Opportunity for Public to Address the Board:** There was none.
5. **Approval of Library Board Meeting Minutes:**
  - a. Trustee Jerch moved to approve the March 18th, 2025 Regular Board Meeting minutes, Trustee Zaute seconded; Trustees Friedeman, Jerch, Hayes, and Shaul voted aye.
  - b. Trustee Hayes moved to approve the May 16th, 2024 Finance/Technology Committee Meeting minutes, Trustee Shaul seconded; Trustees Shaul & Hayes voted aye; Trustee Zaute abstained.
  - c. Trustee Jerch moved to approve the May 8th, 2024 Building & Grounds Meeting minutes, Trustee Shaul seconded; Trustees Shaul and Jerch voted aye.
  - d. The April 3rd, 2024 Building & Grounds Meeting minutes were moved to the May 2025 Board meeting for approval when a committee quorum will be present for a vote.
6. **Library Director Updates:** Library Director Natalie Starosta provided an overview of March 2025 happenings at the library and monthly usage statistics, including programming, hiring and completion of the exterior lighting project, which received inspection and approval from the Village. Other building inspections and improvements were completed, including sprinkler system & head inspection revealed corrosion. Building usage was analyzed using the heat maps in conjunction with observational data of elevator usage for patrons who bypass the library door counter.
7. **New Business**



- a. **Resolution Honoring Trustee Jennifer Graziano:** Trustee Jerch moved to approve Resolution of Thanks #2025-04 to Jennifer Graziano; Trustee Friedeman seconded; all voted aye.
  - b. **Resolution Honoring Trustee William Hayes:** Trustee Jerch moved to approve Resolution of Thanks #2025-04 to William Hayes; Trustee Zaute seconded; all voted aye.
  - c. **Resolution Honoring Trustee Matthew Zaute:** Trustee Jerch moved to approve Resolution of Thanks #2025-04 to Matthew Zaute; Trustee Hayes seconded; all voted aye.
8. **March 2025 Financial Reports**
  - a. The March 2025 Detailed Revenue & Expenditure Reports did not generate completely. Trustee Friedeman moved to add the March 2025 Detailed Revenue & Expenditure Reports to the May 2025 Board meeting for approval; Trustee Jerch seconded; all voted aye.
  - b. Trustee Hayes moved to approve the March 2025 Monthly Check Disbursement Report with checks numbered 16463-16491, Trustee Zaute seconded; all voted aye.
9. **New Business**
  - a. **Change May 20th Board meeting time to begin at 6:30pm:** Trustees discussed possibly changing the Board meeting start time, but will proceed with the normal 7:00 pm start time. No action was taken.
  - b. **Updated FY26 Budget:** Trustee Hayes moved to approve the updated FY26 budget to reflect changes in how the general fund and grant funds are categorized, Trustee Jerch seconded; all voted aye.
  - c. **Add Laurence Sacherer, keep Natalie Starosta, and remove all other authorized signers for the 3 IL Fund Accounts:** Trustee Jerch moved to add Laurence Sacherer, keep Natalie Starosta and remove all other authorized signers for the Library's three Illinois Fund Accounts, Trustee Friedeman seconded; all voted aye.
  - d. **Personnel Manual:** HR Source provided timely updates on the Personnel Manual to include legal and compliance additions, with additional notes from Natalie Starosta to reflect actual practice in the Lake Bluff Public Library. Approval of the Personnel Manual will be added to the May 2025 Board Meeting agenda.
  - e. **Bylaws – Committee of the Whole:** Library Director Starosta presented the Committee of the Whole structure for review & discussion. It will be added as an action item on the May 2025 agenda.
  - f. **Officer Elections:** The Board discussed a proposed slate for upcoming Officer Elections in May 2025. Trustee Shaul will be self-nominating for the Treasurer role and will lead the Finance committee, Trustee Friedeman will be self-nominating for the President role and Trustee Jerch will be self-nominating for the Vice President role.
10. **Committee Reports:** There were no committee meetings since the last Board meeting. The Board is reviewing a proposal for a possible Committee of the Whole structure moving forward. (Did Not Meet)



- a. **Human Resources Committee (CHAIR: Graziano MEMBERS: Jerch)**
  - b. **Finance and Technology Committee (CHAIR: Hayes MEMBERS: Shaul, Zaute)**
  - c. **Building and Grounds Committee (CHAIR: Jerch MEMBERS: Jardine, Shaul)**
  - d. **Bylaws & Policy Committee (CHAIR: Friedeman Members: Zaute)**
  - e. **Engagement Committee (CHAIR: Jardine MEMBERS: Graziano)**
  - f. **Intergovernmental Committee (MEMBERS: Jerch)**
  - g. **Long Range Planning Committee (CHAIR: Shaul MEMBERS: Friedeman)**
11. **Library Correspondence:** Library Director Natalie Starosta provided an overview of Library correspondence, including social media, comment cards and communication from IMLS regarding the impact of funding cuts for Illinois libraries.
12. **Executive Session(s) section 2(c)(3) Selection of person to fill public office:** Trustee Friedeman moved to enter closed session at 8:54 pm; Trustee Jerch seconded. All voted aye. Trustee Friedeman moved to end closed session and re-enter open meeting at 9:33 pm; Trustee Jerch seconded. All voted aye.
13. **Additional Reports**
14. **Any and all other business which may properly come before the Board:** There was none.
15. **Adjournment:** Trustee Jerch moved to adjourn the meeting at 9:34 pm, Trustee Hayes seconded; all voted aye. The meeting adjourned at 9:34 pm.

Respectfully submitted,

Alexandra Friedeman  
Secretary