



Lake Bluff Public Library
Library Board of Trustees Meeting
Wednesday, January 24th 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 Vice President Janie Jerch called the meeting to order at 7:03 pm.
2. **Roll Call:** Trustees Friedeman, Jardine, Hayes and Jerch were present; Trustees Zaute, Shaul and Graziano were absent. Library Director Renee Grassi, library staff member Katie Horner and Marth O'Hara (virtual) were also present.
3. **Additions & Corrections to the Agenda:** There were none.
4. **Opportunity for Public to Address the Board:** There was none.
5. **Approval of Board Meeting Minutes**
 - a. Trustee Friedeman moved to approve the Board meeting minutes from December 12, 2023, Trustee Jardine seconded; Trustees Jardine, Jerch and Friedeman voted aye; Trustee Hayes abstained.
 - b. Trustee Jerch requested that the title of the Board meeting minutes from January 10, 2024 be amended to read "Special Meeting of the Library Board of Trustees", Trustee Hayes moved to approve the minutes with the aforementioned amendment, Trustee Friedeman seconded; all voted aye.
6. **Library Director Updates:**
 - a. Director's Report: Library Director Grassi provided an overview of December 2023 happenings at the library. No library programs had to be canceled during December. Notary services are now reported monthly, per a new state requirement, with 27 notary services provided in November 2023 and 25 in December 2023. Adult Services & Technology Manager Martha O'Hara led multiple technology updates in the wake of the newly adopted telecommuting policy.
 - b. Monthly Statistics Report: Director Grassi provided a Library usage overview, with a highlight on the Consumer Reports platform usage correlating with the launch of a communications strategy promoting this resource. Rosetta Stone will replace the Mango language learning resource.
7. **Committee Reports**
(Met)



- a. **Building & Grounds Committee** (CHAIR: Jerch. MEMBERS: Berg, Shaul): Trustee Jerch provided an update on the meeting, which was focused on reviewing the Engberg Anderson report. The committee will reconvene in February to finish reviewing.
 - b. **Finance Committee** (CHAIR: Hayes. MEMBERS: Shaul, Zaute): Trustee Hayes provided an update on the Finance Committee. They reviewed the HR Source salary benchmarking report and finalized a budget for proposal to the full Board. The committee discussed the proposed PPRT IGA with the Village.
 - c. **Engagement Committee** (CHAIR: Jardine. MEMBERS: Graziano): Trustee Jardine reported on the Engagement Committee, of which she is the new chair. They discussed how the Board can increase engagement in the community and refine the Trustee onboarding process. Trustee Jardine has reached out to local libraries to understand how other Boards are onboarded, with the hopes that the Lake Bluff Library's process can be streamlined.
(Did Not Meet)
 - d. **Human Resources Committee** (CHAIR: Graziano. MEMBERS: Jerch and Shaul.)
 - e. **Bylaws & Policy Committee**
 - f. **Long Range Planning Committee**
 - g. **Technology Committee**
 - h. **Intergovernmental Committee**
 - i. **Intergovernmental Committee**
 - j. **Special Topics Committee**
8. **December 2023 Financial Reports:**
 - a. **December 2023 Detailed Revenue & Expense Report:** The library is nearly 100% received in property tax revenue, which will continue to generate interest, which is already at 173.93% of anticipated interest revenue. There are some areas in which the Library has exceeded the anticipated expenditures and some that are underspent, per previous Board discussions and approvals. Trustee Hayes inquired about the patron cost of copying and printing. Library Director Grassi gave a general overview of copying costs and Trustee Friedeman noted that the Policy committee has noted this as a possible change. Trustee Hayes moved to approve the December 2023 revenue and expense report, Trustee Jardine seconded; all voted aye.
 - b. **December Monthly Check Disbursement (15870-15904):** The Board reviewed all checks from December 2023. Library Director Grassi noted that two different cleaning companies were paid due to the trial cleaning when selecting a new service provider. Trustee Friedeman moved to approve checks numbered 15870-15904, Trustee Hayes seconded; all voted aye.
9. **New Business:**
 - a. **Vote to approve Intergovernmental Agreement with the Village of Lake Bluff to collect historical, current and future Personal Property Replacement Tax:** The Board reviewed the final version of the intergovernmental agreement with the Village of Lake Bluff to



collect historical Personal Property Replacement Tax in the amount of \$84,474 and memorialize an agreement for all current and future payments. Trustee Jardine moved to approve the intergovernmental agreement, Trustee Hayes seconded; all voted aye.

- b. Vote to approve Library's new Pay Grade Structure and Pay Salary Scale effective May 1, 2024:** The Board reviewed the HR Source Salary Benchmarking Report with proposed salary scale and pay grade structure. The report revealed that 20 of 21 employees of the library are currently paid under "midpoint," which is equivalent to market value and 7 employees are paid below the minimum. The Board discussed the inclusion of salary ranges on future job postings and including the process for salary increases in the personnel policy. Trustee Hayes moved to approve the Pay Grade Structure and Pay Salary Scale effective May 1, 2024, Trustee Jardine seconded; all voted aye.
 - c. Vote to approve and adopt the draft FY 2024-2025 Budget:** The Board reviewed the draft FY 2024-2025 budget. Library Director Grassi reviewed the changes to revenue through various grants and the revised proposed expenditures. Trustee Hayes moved to approve the FY 2024-2025 budget with an amendment that changes the Miscellaneous Grants Expenditures from \$86,000 to \$100,000 and the resulting fund balance to \$17,000, Trustee Jardine seconded; all voted aye.
 - d. Vote to approve Lake Bluff Public Library's 2024 Per Capita Grant Application:** Library Director Grassi provided a copy of the 2024 Per Capita Grant Application. Trustee Friedeman moved to approve the application, Trustee Hayes seconded; all voted aye.
 - e. Vote to approve adding a new meeting to the 2024 Lake Bluff Public Library Board Calendar of Meetings for purposes of Board Retreat on Saturday, Feb. 24 from 9 am–1 pm:** Trustee Friedeman moved to approve the addition of the Board Retreat to the meeting calendar, Trustee Jardine seconded; all voted aye.
 - f. Hours Pilot:** The Board discussed community engagement opportunities for engaging with the public about the library hours pilot. The Board reviewed the recommended hours of service for libraries from the Illinois Library Association. Currently, the Lake Bluff Public Library is staffed in the "minimum" category, but is providing 52 hours a week of services which is equivalent to a "minimum-growing" category (+4 hours per week more than the recommendation). The Library continues to extend services beyond its staffing levels, but with much greater success given the adjustment to the hours.
10. **Any and all other business which may come before the Board:** There was none.
11. **Executive Session(s) if needed:** There was none.
12. **Adjournment:** Trustee Hayes moved to adjourn, Trustee Jardine seconded; all voted aye. The meeting adjourned at 9:18 pm.

Respectfully submitted,

Alexandra Friedeman
Secretary