

Lake Bluff Public Library  
Outreach Committee Meeting  
Tuesday, April 19, 2016

1. The meeting was called to order at 6:04 by Committee Chair Carl Schons.
2. Attending the meeting were Chairman Schons, Trustees Kathy Meierhoff and Scot Butler. Also attending were Director Eric Bailey and Head of Adult Services Martha O'Hara.
3. The minutes of the October 7, 2015 committee meeting were approved by a motion made by Butler, seconded by Meierhoff. All voted aye.
4. The discussion included a listing of Outreach Activities and the hiring of a part time employee to take on Outreach duties as well as publicity. The need to manage Outreach activities within the existing salary budget was stressed. It is expected that the position will be filled by May 15.
5. Additional discussion included the possibility of adding passport processing as a service available at the Library. The hours and central location of the Library make it a desirable option for the public. Further information will be made available at a future time.
6. A motion was made by Butler to adjourn the meeting at 6:55 pm and was seconded by Schons. All voted aye.

Respectfully submitted,  
Kathy Meierhoff