

Lake Bluff Public Library
Campaign Planning Committee Meeting Minutes
Wednesday, February 4, 2022, at 4 PM
123 E. Scranton Ave, Lake Bluff, IL, 60044

Notice: This meeting of the Lake Bluff Library Campaign Committee Planning was held without the participants physically present. All participants attended remotely via electronic means. This method is authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020).

- 1. Call to Order and Roll Call:** Library Director Eric Bailey called the meeting to order at 4:02 pm. Present were Director Eric Bailey, Trustees Kathy Meierhoff, Janie Jerch, and Library Employee Jillian Chapman. Please note that the purpose of this meeting was for Jillian, Kathy, and Janie to work on the proposal for the Friends of the Library, and that once Eric convened the meeting, Jillian took over hosting and Eric signed off.
- 2. Minutes of Meetings:** Jerch moved and Meierhoff seconded a motion to accept the minutes of 1/26/22; all voted aye. Meierhoff moved and Jerch seconded a motion to accept the minutes of 2/2/22; all voted aye.
- 3. Discussion of Campaign Plans:** Chapman made changes to our proposal letter as we discussed and crafted our words. There were many ideas shared regarding our written proposal's approach. Included amongst them were:
 - This committee is an ad hoc committee and not a committee of the Board of Trustees. Once our task is complete, it will no longer need to exist.
 - The management of the proposed new fundraising entity, which would be under the umbrella of the Friends, will be proposed in terms of Library Employee and Foundation positions. Certainly, naming individuals currently holding those positions is a part of our proposal, but we need to recognize that, over time, personnel can change.
 - The document we first provide to the Friends must be a very general proposal without details as to structure, etc. The initial, hopefully face-to-face conversation with representatives of the Friends will be the appropriate time and place to discuss such details, with further meetings to refine any agreements we reach.
 - The control of potential funds raised is crucial and must be addressed, and the Long-Term Planning Committee would necessarily be an important part of any decisions made.
- 3. Moving Forward:** Chapman will clean up the changes she made during our meeting and share that draft of the document with Meierhoff and Jerch by email. We will share our proposal at the next meeting of the Campaign Planning Committee on Feb. 9 at 2 pm.
- 4. Adjournment:** Jerch moved and Meierhoff seconded a motion to adjourn; all voted aye. Meeting adjourned at 5:29 pm.

Respectfully submitted,

Janie Jerch