



Lake Bluff Public Library
Library Board of Trustees Meeting
Tuesday, August 15, 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 conducted with six attending 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:** Library Director Renee Grassi called the meeting to order at 7:01 pm.
2. **Roll Call:** Trustees Zaute, Shaul, Hayes, Graziano, Jerch and Friedeman were present; Trustee Berg was absent. Library Director Renee Grassi and library staff members Martha O'Hara, Katie Horner and Jillian Chapman were also present.
3. **Pledge of Allegiance**
4. **Additions & Corrections to the Agenda:** There were none.
5. **Opportunity for Public to Address the Board:** There was none.
6. **Approval of Board Meeting Minutes**
 - a. Approval of Minutes of July 18, 2023 Regular Board Meeting: Trustee Jerch moved to approve the minutes of the July 13th Regular Board Meeting, Trustee Graziano seconded; all voted aye.
7. **Library Director Updates**
 - a. Director's Report: Director Grassi provided an update on the library from July 2023. Highlights included the hiring of a new Library Associate, a Learning Garden website update and replacement of a malfunctioning workstation.
 - b. Monthly Statistics Report: Director Grassi provided an overview of the July 2023 usage statistics, highlighting that July 2023 brought the highest circulation levels at Lake Bluff Library than there has been in the past three years. Visitor counts remain similar to June 2023 and are driven by the many events and community outreach opportunities facilitated by staff. There has been increased and sustained usage of ProQuest (major daily papers) over the past three months. Trustee Zaute inquired about the comparison of digital circulation totals between 2018 and 2023 to understand the impact of COVID on patron circulation preferences.
8. **Committee Reports**
(Met)
 - a. **Finance Committee** (CHAIR: Hayes. MEMBERS: Shaul, Zaute): Trustee Hayes provided an overview from the most recent committee meeting. Many facility needs have arisen in



the past few months in terms of maintenance management and copier issues, with a discussion regarding moving money from the reserve to cover these costs. The committee has recommended combining the Finance and Tech committees due to the duplicative nature of the membership and crossover of functions. The Bylaws & Policy Committee will check this request against bylaws and make a recommendation to the full Board. Trustee Shaul inquired with the Village regarding where library reserves are held and suggested the Board add the consideration of a capital reserves account to the agenda for September.

- b. **Technology Committee** (CHAIR: TBD. MEMBERS: Hayes, Zaute): The committee discussed security cameras and system installation. Library Director Grassi provided a brief overview of a possible funding avenue (PPRT), that the Library may be eligible for to fund this project.
- c. **Human Resources Committee** (CHAIR: Graziano. MEMBERS: Jerch and Shaul): Trustee Graziano thanked the staff, Board and Director for participation in the 6 month Director review process. The committee is creating a form for sharing comments and feedback with the Director.

(Did Not Meet)

- d. **Bylaws & Policy Committee** (CHAIR: Friedeman. Members: Zaute)
- e. **Building and Grounds Committee** (CHAIR: TBD. MEMBERS: Jerch, Berg)
- f. **Community Engagement Committee** (CHAIR: TBD. MEMBERS: Berg, Graziano)
- g. **Intergovernmental Committee** (MEMBERS: Jerch, Grassi)
- h. **Long Range Planning Committee** (CHAIR: TBD. MEMBERS: Friedeman, Shaul)
- i. **Special Topics Committee** (AD HOC. Committee membership is assigned by topic.)

9. **July 2023 Financial Reports**

- a. **July Detailed Revenue & Expense Report:** Trustee Jerch moved to approve the Revenue and Expense Report from July 2023, Trustee Zaute seconded; all voted aye.
- b. **July Monthly Check Disbursement (15692-15720):** Trustee Jerch moved to approve checks numbered 15692-15720, Trustee Zaute seconded; all voted aye.

10. **New Business**

- a. **Schedule of Regular Board Meetings:** Trustee Zaute moved to change the September Regular Board Meeting date from Tuesday, September 19th to Wednesday, September 20th, Trustee Friedeman seconded; all voted aye.
- b. **All-Day Staff In-Service:** Trustee Jerch moved to approve a Library Closure for Friday, November 17, 2023 to support in-service, Trustee Graziano seconded; all voted aye.
- c. **Building and Maintenance Needs of the Library**
 - i. The Board reviewed the draft job description for a contracted, short-term Buildings Project Manager. The Board discussed opportunities for funding to support additional projects prioritized for building and facilities and a position to oversee them with input from the Finance Committee.



1. Trustee Jerch moved to grant approval to Library Director Grassi to use \$40,000 from the fund reserve balance to cover maintenance/building and grounds for necessary facility repairs and overspend by \$10,000 from the fund reserve balance for contracted services for a Buildings Project Manager, Trustee Hayes seconded; all voted aye.
- ii. **Staff and Public Copier Machines**
 1. Trustee Jerch moved to approve an agreement for copier leasing with Impact Networking pending that the vendor can either agree to a fixed rate term greater than 24 months or the monthly cost is reduced to \$600, Trustee Hayes seconded; all voted aye.
11. **Library Correspondence:** Director Grassi provided an overview of library correspondence from the past month including media coverage of the Stroh Reading Room, an open letter to librarians from former President Barack Obama and the new cover for Fall 2023's *Off the Shelf* "Banned Books Week."
12. **Executive Session(s) if needed:** There was none.
13. **Any and all other business which may properly come before the Board**
 - a. **Fall 2023 Board of Trustees Engagement Opportunities:** Community engagement opportunities will be provided on a quarterly basis. Upcoming opportunities include Lake Bluff Birthday Bash, Trunk or Treat and Halloween at the Library.
 - b. **Trustee Email Correspondence and Open Meetings Act:** Director Grassi provided a reminder to use BCC when emailing more than one member of the Board to ensure compliance with OMA.
14. **Adjournment:** Trustee Hayes moved to adjourn, Trustee Zaute seconded; all voted aye. The meeting adjourned at 9:02 pm.

Respectfully submitted,

Alexandra Friedeman
Secretary