

**Lake Bluff Public Library  
Library Board of Trustees Meeting  
Tuesday, February 21, 2023, at 7 PM  
123 E Scranton Avenue, Lake Bluff, IL 60044**

Notice: This meeting of the Lake Bluff Library Board of Trustees was held without a quorum of Trustees physically present. The meeting was conducted with all Trustees attending remotely via electronic means. This method is authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020). Guidelines and access codes were published before the meeting so members of the public could log in. 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. Trustees Meierhoff, Heintzelman, Jerch, Shaul, Hayes, and Graziano, and Zaute were present. Also present were Library Employees O'Hara, Chapman, and Jarvi.

**2. Additions & Corrections to the Agenda:** Grassi asked that a discussion of replacements of the water heater and the book drop bin be added to the B&G committee report.

**3. Opportunity for Public to Address the Board:** No one asked to speak.

**4. Approval of Minutes:** Shaul moved to approve the minutes of the Dec. 13 meeting; Zaute seconded; all voted aye.

**5. January 2023 Financial Reports: Detailed Balance and Revenue/Expense:** Grassi noted that the delayed December and January payments of property tax revenues came in, that we now have received 98% of our expected tax revenue, and that the Village would reimburse us for lost investment income on those amounts. We set a record in monthly passport revenue (\$5,040) in January, and received a partial payment from Dist. 65 for the intergovernmental agreement that allows non-residents who are enrolled in Dist. 65 a library card free of charge. Under expenses, Laurence Sacherer noticed that the Village had not charged us for medical insurance costs since July, and also that premiums had gone up significantly, so there was a large payout to catch us up; Grassi will ask Bettina O'Connell at the Village why that happened. Building maintenance costs have already reached 82% of this FY's budget, with more expected when the HVAC repairs are made; we will no doubt go over budget on the building maintenance budget before the next FY.

Two Library employees took advantage of the tuition reimbursement program; Anna Fifhouse and Vanessa Howland have both been taking classes toward a library science degree.

Gary Levin has agreed to be our new handyman and has already completed a few small jobs.

Hayes moved to approve the January 2023 financial reports; Shaul seconded; all voted aye.

**6. Approval of January 2023 monthly checks # 15490, 15492-15539:** Grassi wants to move toward more credit card payments to our vendors for convenience and to reduce the large number of checks disbursed monthly; reports will still itemize purchases. Meierhoff moved to approve the January 2023 checks; Zaute seconded; all voted aye.

**7. Committee Reports:  
(Met)**

**a. Finance:** (Chair: Hayes, Members: Meierhoff and Zaute) Hayes reported meeting on Jan. 24 for a 2<sup>nd</sup> review of the proposed budget, and will need one more meeting to finalize changes they will propose making to several accounts.

**b. Human Resources:** (Chair: Graziano, Members: Jerch and Shaul) Graziano reported meeting on Feb. 10 to review the Director Evaluation instrument and the timeline of the evaluation process; one more meeting will be needed before making a proposal to the Board at the March meeting. We hope to get the evaluation instrument completed so that Grassi will be able to use a version of it for staff evaluations, thereby enabling her to present all

staff members with their evaluations and salary increases before May 1, 2023, the beginning of the new fiscal year, and receive their new salaries in a timely manner.

**c. Special Topics (*ad hoc*)** (Chair: Meierhoff, Members: Jerch, Shaul, Claire Abrahamson) Meierhoff reported meeting on Feb. 13 to review both public and staff response to the re-positioning of the carrels for the adult computers. Staff all agree that the new location is the “least worst” solution. She expressed the need to review our computer and wi-fi use policies, followed by a thorough review of all Library policies, which will then be put on a rotating review cycle of every 3 years. We will also have our attorney review any changes before implementing them.

Grassi said that she is looking into replacing the carrels with flat powered tables and that the Friends of the Library are interested in helping us purchase those as well as other tables that need to be replaced. Grassi also shared that she had a very pleasant and productive phone conversation with the patron whose young daughter and niece had been involved in the October computer incident.

**d. Building & Grounds** (Chair: Jerch, Members: Meierhoff and Shaul) Jerch reported an emergency meeting on Feb.2 to meet with representatives from Murphy & Miller about the long-term solution to problems that had prompted the closing of the Library and Museum on Jan. 31 and Feb.1. The contract for necessary repairs was approved by an emergency meeting of the Board of Trustees on Feb.7; the parts are on order and work will begin when they arrive.

B&G also met on Feb. 16 to get an update on replacing the book drop on Oak and to discuss what local plumbing companies to approach for estimates on a new water heater. The review of the Engberg Anderson capital building report was tabled until the next B&G meeting.

During this 2/21/23 Board meeting, Jerch explained new language the committee had agreed to bring to the Board re: increasing the Library Director’s spending limit. The changes to MNG-4.2: Authority to Spend are as follows:

(1) The Library Director is authorized to spend up to \$10,000.00 on contracts, system services, equipment and/or repairs without prior Board approval. Motion to adopt, pending legal approval, by Meierhoff, second by Shaul, all voted aye.

(2) In case of extreme emergency, the Library Director may spend up to \$2,500.00 in addition to the \$10,000.00 with the written approval of any two Library Trustees. Motion to adopt, pending legal approval, by Meierhoff, seconded by Shaul, all voted aye.

(3) The Library may spend in excess of \$25,000.00 only after completing the formal bid process as required by Illinois law for certain types of expenditures. There was no need to vote on this change as it is part of the current Illinois State Statute from the Public Library District Act.

**(Did not meet)**

**e. Bylaw and Policy:** (Members: Heintzelman and Meierhoff)

**f. Campaign Planning (AD HOC):** (Members: Heintzelman, Meierhoff, and Jerch)

**g. Community Engagement:** (Chair: Graziano, Members: Jerch)

**h. Intergovernmental:** (Chair: Graziano, Members: Jerch and Graziano)

**i. Long Range Planning:** (Chair: Heintzelman, Members: Hayes and Zaute)

**j. Technology:** (Chair: Zaute, Members: Hayes and Shaul)

**8. New Business:**

a. Recommended Changes to Spending Limit Statement for Library Director: This was discussed and voted upon during the B&G Committee report

b. Scheduling Trustees to attend 2023 meetings of the Friends of the Library: Trustees, please look at the FoL meeting schedule and let Grassi know when you can attend a meeting.

**9. Old Business:** The discussion of the Building Survey Report from Engberg Anderson was tabled again due to the late hour. Grassi asked that Trustees read over the report and contact her with any questions; it will be moved to the top of the agenda for the March meeting. Meierhoff also reported that the Library Foundation would be a recipient of a bequest from Cal Stroh’s estate. She will contact the family to enquire about details.

**10. Director's Narrative Report:**

- We briefly discussed moving this up in the agenda if allowed by Robert's Rules of Order.
- Grassi said that a Murphy and Miller technician inadvertently clipped a wire that caused the alarm system to trigger repeatedly earlier this month, resulting in a cost to the Library of \$1152 to Tech Systems for repairs. Grassi will let Murphy and Miller know about this and see if they offer to reimburse us for that cost.
- The Friends of the Library approved funds for the purchase of a new laptop, a Bluetooth speaker for programs, and funding for programs that Grassi had requested, and that they also expressed interest in helping us purchase new tables for the main floor.
- There were 144 passports processed in January, a new record!
- Storytime for Kids is going strong with both in-house times for 2-year-olds and the Lake Bluff Partnership providing in-person storytimes in area preschool classes.

**11. Executive Session:** There was none.

**12. Any and all other business which may properly come before the Board:** Graziano reported receiving an email from the Illinois Heartland Library System offering training sessions for Library Trustees. Grassi added that RAILS also offers training sessions.

**13. Adjournment:** Shaul moved to adjourn the meeting, Hayes seconded; all voted aye. Meeting was adjourned at 9:35 pm.

Respectfully submitted,

Janie Jerch