

Lake Bluff Public Library
Library Board of Trustees Meeting
Tuesday, January 17, 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 her first Board 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, Jarvi, and Fifhouse, and Horner.

2. Additions & Corrections to the Agenda: Meierhoff asked that arranging for Trustees to attend Friends of the Library meetings be added, and also asked that we re-arrange the New Business items in a different order so we can get through the lengthy discussions more efficiently.

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; Heintzelman seconded; all voted aye.

5. December 2022 Financial Reports: Detailed Balance and Revenue/Expense

Bettina O'Connell at the Village offices apologized for not having entered the property tax revenues received in December; they will be reported along with any received in January. Passport revenues have already doubled from last fiscal year. O'Hara said that she would provide information on details of our expenses associated with the passport program, in answer to questions that arose. Grassi will ask Laurence Sacherer about questions concerning license renewals, as well as check our investment accounts.

Under expenses, some budget items have been underspent, which gives us extra funds for necessary improvements that have been brought to our attention by the recent Engberg Anderson Facility Report. Shaul asked about updates to our computer system firewall and issues related to public access to our computers. It was noted that these issues are parts of two different systems that don't overlap. Grassi noted that the teen services portion of the budget is one that has been underspent, and that we will need to increase those funds in the next fiscal year in order to re-boot teen services post-pandemic.

Hayes moved to approve the December 2022 financial reports; Zaute seconded; all voted aye.

6. Approval of December 2022 monthly checks # 15459, 15461-15488: Zaute suggested a possible change in accounting to clarify our net income for passport revenues and associated postage expenses.

Hayes moved to approve the December 2022 checks; Zaute seconded; all voted aye.

7. Committee Reports:

(Met)

a. Finance: (Chair: Hayes, Members: Meierhoff and Zaute) Hayes reported that Finance Committee members studied the preliminary budget for FY2023-2024 in detail.

(Did not meet)

b. Human Resources: (Chair: Graziano, Members: Jerch and Shaul)

c. Special Topics (ad hoc) (Chair: Meierhoff, Members: Jerch, Shaul, Claire Abrahamson)

d. Building & Grounds (Chair: Jerch, Members: Meierhoff and Shaul)

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. Reading of the FY23-24 Budget Draft: Finance had their initial reading, and will meet next week for more discussion. Grassi said that we need to compare salaries with those of other comparable area libraries, which need to be taken into consideration as we develop job descriptions for all paid positions. There is a great deal of work to be done in both areas.

b. Discussion of *Serving Our Public 4.0: Standards for Illinois Public Libraries* showcased that the document is a good reminder of areas to keep up with. Highlights of a chapter-by-chapter discussion are shown below:

Ch.1 (Core Standards) were outlined; we felt that we meet most if not all, but improvements can be made.

Ch.2 (Governance & Administration) discussed the IL Public Library Annual Report (IPLAR), required as part of the *Per Capita* grant process. We agreed that finishing a succession plan and creating job descriptions should be goals; that policy and practice should align, and that policy reviews every 2-3 years should be proactive.

Ch.3 (Personnel) addressed both job descriptions and salaries, both of which were discussed earlier in this meeting. We requested the metric of salaries as a percentage of our total yearly budget in order to compare with the suggested guidelines.

Ch.4 (Access) spoke to surveying our community; unfortunately, our most recent survey had a very low response rate. We launched into a discussion of ADA accessibility/compliance, and it was pointed out that many of our shelves are non-ADA compliant, though Grassi assured us that this is not uncommon, particularly in older library facilities; also, that once structural changes are made to a public building, the entire building must be brought up to current ADA standards.

Ch.5 (Building Infrastructure & Maintenance) furthered our discussion of the recent Engberg Anderson Facility Report, particularly the fact that there are no sprinklers in the original building, although they were installed when the Wood Building was added. This obviously needs to be addressed; in the meanwhile, Grassi will check our insurance policy.

Ch.6 (Safety) Horner assured that we already have a checklist/schedule for testing life safety equipment such as AED's, fire extinguishers, and that life safety training has occurred during various in-service sessions for staff, but should be repeated soon.

Ch.7 (Collections) addressed that the state has a guideline as to the percentage of the annual budget that should go to collections, as well as guidelines for culling from the collection. As in salaries, we requested that our percentage spent on collections be calculated for comparison with the suggested guidelines.

Ch. 8 (System Member Responsibilities and Resource Sharing) included the Inter-Library Loan System, RAILS, and many more formal and informal ways in which our library participates with other libraries and organizations to provide services to our patrons.

Ch.9 (Public Services: Reference and Reader's Advisory Services) showed that librarians in general, and ours in particular, love to help patrons with suggestions for reading and avenues for researching their needs/interests across a wide range of topics and technology.

Ch.10 (Programming) is one of our strengths; though we be small, we are mighty! From providing programs for all ages to converting to remote library usage on the fly with the onset of the pandemic, our staff is both creative and hard-working.

Ch.11 (Youth/Young Adult Services) target population is defined as infant through age 18. In the area of teen services, we must pursue the opportunity to bring teens back to the library, since many in this age group simply have not had library-going experience due to pandemic shutdowns and remote learning.

Ch.12 (Technology) must be refined; we must reconsider our long-range tech planning.

Ch.13 (Marketing, Promotion, and Collaboration) are already strengths, but we can be more intentional about our digital presence.

c. 2023 *Per Capita* Grant Application: Though we have been making applications for the state *Per Capita* grants for a number of years, the requirements change a bit yearly; in particular, this is the first year that Board approval is required before submission of the grant application, hence the time devoted to the above discussion. Grassi explained that the components of the application are essentially a wish list of what we would hope to do with any funds received. Meierhoff moved to approve the 2023 *Per Capita* Grant Application as written for submission; Heintzelman seconded; all voted aye.

- d. Building Survey Report: We agreed to table this discussion, as the B&G committee will be meeting next week.
- e. Trustees to attend meeting of the Friends of the Library: Grassi will send out a sign-up sheet via email for the upcoming meetings through the end of this fiscal year. Jerch volunteered to attend the meeting on Jan. 21.

9. Old Business: There was none.

10. Director's Narrative Report: The biggest news was the recent designation of our library as a Star Library by Library Journal, a nation-wide publication, along with plans to publicize the award. Other notables include the success of the Winter StoryWalk, the launch of the Winter Reading Club, the growth of our passport services, the increase in demand for e-books and databases, the success of Grab'n'Go Crafts for Kids, and the progress being made to shred old and no-longer-needed documents (arma-Shredd-on, very clever).

11. Executive Session: There was none.

12. Any and all other business which may properly come before the Board: There was none.

13. Adjournment: Shaul moved to adjourn the meeting, Zaute seconded; all voted aye. Meeting was adjourned at 9:22 pm.

Respectfully submitted,

Janie Jerch