

Lake Bluff Public Library
Library Board of Trustees Meeting
Tuesday, March 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 7:02 pm. Trustees Heintzelman, Jerch, Shaul, Hayes, and Graziano, and Zaute were present; Trustee Meierhoff was absent. Also present were Library Employees O'Hara, Chapman, and Horner, and community member Dave Riddle.

2. Additions & Corrections to the Agenda: There were none.

3. Opportunity for Public to Address the Board: Dave Riddle introduced himself as new to Lake Bluff and thinks very highly of our library. On a recent visit, he noticed a book entitled *The Trayvon Hoax* by Joel Gilbert. He did some research on his own, found that it was self-published by someone he considered a conspiracy theorist, and noted that no other area libraries had this particular book in their collections. He wondered if there are perhaps better books available on this topic. Grassi explained our process for reconsideration of items in our collection and invited him to fill out the necessary forms if he so chooses, and assured him that she will follow up on this after tonight's meeting. He thanked us for our time.

4. Approval of Minutes: Heintzelman moved to approve the minutes of the Feb. 21 meeting; Zaute seconded; all voted aye.

5. Director's Report: Grassi noted that this agenda and those in the future will be slightly changed in structure, with the Director's Report moved to an earlier position. Highlights of the Report are as follows:

- Grassi recognized the incredible flexibility of the staff in having all duties covered despite illnesses keeping some staff at home and the resignation of a staff member over the last several months.
- Grassi said that she was beginning regular meetings with Chapman (Director of Communications and Marketing) and O'Hara (Director of Adult Services) to facilitate communications.
- There has been an unprecedented number of positive responses in our social media accounts to our announcement of the Star Library designation.
- Grassi is working to learn more about and assess our technology systems with the goal of projecting future upgrades.
- Gary's Handyman Service has been hired to serve our needs for minor repairs.
- Grassi noted that not only are our passport revenues strong, but also the State Department commended us on having so few that come in with missing information or mistakes. Our record is less than 0.5%, where other passport service providers is around 5-6% for those that need to be returned and corrected. Librarians rock passport applications!
- Grassi is looking into how to make our monthly stats on circulation, programs, and patron visits more condensed and readable.

6. February 2023 Financial Reports: Detailed Balance and Revenue/Expense

Grassi reported that there is still a glitch in our financial reports and that Bettina O'Connell is working with the software company to debug the program. We are on track with just shy of 99% of our property tax revenues received, but that the way in which our medical insurance costs are being reported by our accounting firm, Lauterbach & Amen, does not represent the actual amounts expended each month, and Grassi is working with both the firm and O'Connell to rectify the problem. Finally, as Grassi had anticipated last month, the Library

Furnishings budget line shows that 288% of the budget has been expended, but increased revenues from other sources will make up the deficit in that particular line item.

Hayes moved to approve the February 2023 financial reports; Zaute seconded; all voted aye.

7. Approval of February 2023 monthly checks # 15540-15561: Grassi took Sacherer's suggestion to set up an "Amazon Business" account for the library, which will streamline our ordering process and require that fewer checks be written each month. Hayes moved to approve the February 2023 checks #15540-15561; Heintzleman seconded; all voted aye.

8. Committee Reports:

(Met)

a. Finance: (Chair: Hayes, Members: Meierhoff and Zaute) Hayes reported that Zaute, Meierhoff, and Grassi met for their final review of the proposed FY2023-24 budget and that he is in support of the Board's endorsement.

(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: Heintzleman and Meierhoff)

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

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

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

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

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

9. Old Business: The Building Survey Report from Engberg Anderson was the topic. Grassi reported that most of the HVAC recommendations EA made have already been addressed, and the replacement of the water heater will take place shortly. Hayes brought up the schedule of proposed repair/replacement needs that EA provided, which will help with our capital planning for building needs through 2041, which includes estimated costs and an inflation factor. Jerch asked about EA's statement that "The original 1974 building is not protected by the sprinkler system." Grassi said that she had contacted Shaun Kelly for more information but had not heard back, and that she would contact him again for more information.

Grassi said that we discussed further studies by EA concerning reviews of accessibility, flood risk, and the exterior structure of the building, including lighting. These further studies' costs are not in the budget for the current fiscal year, but will be considered as soon as possible. Building & Grounds will have a follow-up meeting now that the Trustees have discussed the report.

10. New Business: We discussed the FY2023-24 Budget Proposal. Shaul asked when the Board can vote on it; Grassi responded that it could be at this meeting or April's meeting and that, once voted upon, it would go to the Village to be included in their total budget, but that the Village has no oversight of our budget; that is, they cannot make any changes to our proposed budget. Hayes and Zaute both expressed confidence in the proposed budget.

We also discussed benchmarking staff salaries as part of our efforts to bring them up to those at other area libraries. Shaul suggested including benefits as a part of salary benchmarking.

Changes to the new budget include:

- Increases to the building & maintenance fund by 20.6%,
- Updating the technology budget for computer systems, particularly installing Microsoft 365 and increasing wireless connection points,
- Updating our contract with our electronic catalog service provider, since the current contract is nearing its end,

- Maintaining our library furnishings budget, with the possibility of help from the Friends of the Library with some of the costs.
- Note that there is a small mistake; last year's numbers were used in the per capita grant application and need to be updated.

Shaul moved to approve the proposed FY2023-24 Budget with the correction on the per capita grant; Hayes seconded; all voted aye.

11. Executive Session: There was none.

12. Any and all other business which may properly come before the Board: Chapman spoke about the partnership with Lake Forest Library, Read Between the Ravines, featuring the book *An Indian Among Los Indigenos: A Native Travel Memoir* by Ursula Pike. Accompanying programs include a presentation by Ms. Pike on April 14 and several other programs on local history and Native American studies that will be given by Dennis Downes (trail tree markers), Kim Vigue (Director, Mitchell Museum of the American Indian in Evanston), and a number of book discussions. These events will take place at various locations, including the Lake Bluff Library, the Lake Forest Library, and the Lake Forest Lake Bluff History Center.

Grassi spoke about our Transgender Day of Visibility, planned for March 31, which will feature items from our collection on LGBTQ topics. She also reminded the Trustees that she needs a volunteer to attend the next Friends of the Library meeting on April 22.

13. Adjournment: Heintzelman moved to adjourn the meeting, Shaul seconded; all voted aye. Meeting was adjourned at 8:17 pm.

Respectfully submitted,

Janie Jerch