

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, August 18th, at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044
Enter through Library main entrance

1. Call to Order

Board President Kathy Meierhoff called the meeting to order at 7:07 pm. Present were trustees Tim Kregor, Janie Jerch, Cal Stroh, and Romain Wojda. Trustees Scott Butler and Carl Schons were absent. Also present were Library Director Eric Bailey, Library Staff Members Martha O'Hara and Amy vanGoethem, and Friends of the Library representative Margaret Abel.

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

3. Opportunity for Public to Address the Board

Mrs. Abel reported that the Friends of the Library spent no money last month. She also expressed her concern about the possible ramifications of the Library providing cards to non-resident District 65 students and the danger these students would face if they were to walk or ride bikes to the library from Knollwood. Traffic in the area is a safety issue. Mrs. Meierhoff said that District 65 is cognizant of these issues and has procedures in place to move students around the community safely, but that she would make sure to address the topic specifically with District 65 administrators.

4. Approval of Minutes

Mrs. Meierhoff pointed out a misspelled word and a misused word. Mrs. Stroh questioned item 8c and a re-wording clarified the issue of waiving convenience fees for those paying any library fees.

Stroh moved to accept the minutes as modified; Wojda seconded; all voted aye.

5. July 2015 Financial Reports

There was a brief discussion of some line items in all three financial reports, as well as discussion of the inconsistency of the titles on these reports. Director Bailey said that he would work on consistent titles to avoid confusion. Director Bailey also passed out 3 new documents summarizing General Fund Revenues, General Fund Expenditures, and Grants & Gifts Fund Revenues & Expenditures. These represent a breakdown of revenues and expenditures in a new and informative manner.

Stroh moved to accept the July Financial Summary Report, Detailed Balance Sheet, and Detailed Revenue & Expense Report; Wojda seconded; all voted aye.

6. Approval of checks

Stroh moved to accept the July Manual Checks (12253-12254) and the July Monthly Checks (12255-12293); Wojda seconded; all voted aye.

7. Committee Reports : There were no committee meetings this month.

8. New Business

a. Per Capita Grant Requirements for FY 2016-2017

Director Bailey reported that the Illinois State Library Per Capita Grant, which must be applied for every year, gives us \$1.25 per Lake Bluff resident, yielding ~\$1753. He also handed out a document giving requirements and guidelines for this grant.

b. Home Delivery Policy Proposal

Ms. vanGoethem and Ms. O'Hara provided a Proposed Home Delivery Policy. In the past, home delivery has been on an informal, ad-hoc basis, but the feeling of the Trustees and Staff is that we should formalize and advertise this service. Members of the Friends of the Library would provide the delivery.

Stroh moved to adopt the Home Delivery Policy; Wojda seconded; all voted aye.

c. Photo Policy Proposal

Ms. vanGoethem and Ms. O'Hara provided a Proposed Photo Policy that is proactive and in keeping with both the District 65 and Park District policies.

Stroh moved to adopt the Photo Policy; Wojda seconded; all voted aye.

Mrs. Meierhoff commended vanGoethem and O'Hara for their work on these policies.

d. Director Bailey reported that both the cost and the footprint required for self-checkout stations is decreasing and that it may be feasible in the near future for us to adopt the necessary hardware and software.

9. Old Business

a. Update on Nonresident Card Agreement Between Library and School District 65

Director Bailey has spoken with Dr. Sophie; the agreement is moving along and only needs minor tweaks. October 1 is the proposed launch date. Buffy Stauffer, reading specialist at District 65, is also collaborating in the planning process as well as the projects the students will be assigned to do, utilizing the Lake Bluff Library. Eligible students will be given the necessary information through school, and will need to come to the Library to get their cards. There may also be a book drop placed at each of our two school buildings for returning library materials.

District 65 has proposed the Library's use of their gymnasium space for programs requiring more space than is available in the Library as many as 3 times a year; there will also be a payment made to the Library of \$1000. The agreement would be for Oct. 1-Sept. 30 and would be renewable yearly; terms negotiable.

Both the District 65 Board of Education and the Lake Bluff Library Board will vote on the finalized agreement at our respective September 2015 meetings. If passed by both Boards, a joint announcement will be made in September.

b. Long Range Plan Open House

Director Bailey reported that the Sept. 21 Open House will be from 4:30-7:30 pm and will be staffed by 2 shifts of at least 3 people each, from 4:30-6 and 6-7:30. The 3-person teams will be 2 Library Staff and 1 Trustee. Help setting up before 4:30 will be appreciated, as well as more of the Trustees who can come and circulate and help out.

Invitations have been prepared and will go out soon to key people in the community. All are welcome, however, and there will be an announcement for the Open House in the September 1 Newsletter as well as on various social media platforms and news outlets.

Ways to solicit suggestions from the public were discussed. As always during Library hours, people will be able to sign up for a Library Card.

Mrs. Meierhoff thanked the Library Staff for all their hard work in preparing for the Open House.

c. Long Range Plan

Mrs. Meierhoff spoke with Village President Kathy O'Hara about piggybacking our Long Term Plan onto theirs.

10. Director's Report

Director Bailey met with Matt Smizinski of the Lake Bluff Police Department concerning reporting and tracking risk management for the Library. Sgt. Smizinski is the coordinator for the Village with the IRMA organization.

Director Bailey also reported that RAILS (Reaching Across Illinois Library System) is in the process of changing to a new delivery system that will reduce the cost of inter-library loan deliveries. The contract has not yet been finalized.

Trustees to attend the Friends of the Library meetings will be Butler (Sept.), Schons (Oct.), and Wojda (Nov.).

11. Executive Session Stroh moved, Wojda seconded a motion to go into Executive Session at 8:55 pm. Stroh moved, Wojda seconded a motion to adjourn Executive Session at 9:01 pm. All voted aye both times.

- a. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 and in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (21)
- b. To discuss the appointment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (1)

12. Any and all other business which may properly come before the Board None.

13. Adjournment Stroh moved, Wojda seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 9:02 pm.

Respectfully submitted,

Janie Jerch