

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, September 22nd, 2015 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 7:00 pm. Present were trustees Cal Stroh, Carl Schons and Scot Butler. Trustees Tim Kregor, Janie Jerch and Romain Wojda were absent. Also present were Library Director Eric Bailey, Friends of the Library representative Margaret Abel and member of the public Ann Grant.

**2. Additions & Corrections to the Agenda:**

There were none.

**3. Opportunity for Public to Address the Board**

Ann Grant addressed the Board about the Geese Display near the old Library entrance suggesting there be a plaque describing the history of the display and the person who created it – Sylvia Shaw Judson.

Mrs. Abel expressed concern about the damage to the white goose at the front entrance to the Library and also asked about the boxwoods outside the Library. She also asked how the cost of the Library Card program for school children was being covered.

**4. Approval of Minutes**

Trustee Stroh moved and Trustee Butler seconded that the reference to Library Director Butler being changed to Library Director Bailey in sections (a) and (d) in the New Business section on Page 3B.

Stroh moved and Schons seconded to approve the minutes as modified. All voted aye.

**5. July 2015 Financial Reports**

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

**6. Approval of checks**

Schons moved and Stroh seconded to accept the July Manual Checks (12253-12254) and the July Monthly Checks (12294-12333). All voted aye.

## 7. Committee Reports

### Building & Grounds Committee met on September 2.

- The ongoing review of the HVAC system was discussed.
- Replacement of the “Brain-Box” system was approved.
- It was noted that changes to the Committee Goals & Objectives were completed.

### Finance Committee met on September 1.

- Committee held a preliminary discussion of the FY 2016/2017 budget.
- Susan Griffin and Marlene Scheibl will attend the October Library Board meeting to discuss the upcoming tax levy.
- The Library Trustees will vote on the FY 2016/2017 budget at the November Board meeting.

### Technology Committee did not meet

- There is ongoing work being done to expand the Library WIFI system.

## 8. New Business

### a. Library Closings for 2015

Director Bailey reviewed the proposed closings. Stroh moved and Schons seconded that the dates be approved. All voted aye.

### b. American Legion Meeting

American Legion Post 510 will recognize the Library for its contributions to the strength and character of Lake Bluff at its meeting on October 7. Trustee Stroh will attend and accept the award on behalf of the Library. Director Bailey formally thanked Trustee Schons for publicizing the Library’s efforts to the American Legion.

## 9. Old Business

### a. Per Capita Grant Requirements

Director Bailey reviewed the requirements for completing the application for a Grant including the need to identify and describe how library funds are used to support educational programs.

### b. Nonresident Card Agreement

Director Bailey notified the Board that the attorney and insurance representatives have vetted the agreement for the Library and School District 65.

Meierhoff moved and Stroh seconded a motion to approve an Inter-Governmental Agreement for Library Services pending the approval of School District 65. All voted aye.

**10. Director's Report**

- a. Director Bailey provided an article containing information about the process and resources used by many libraries in deciding what titles and formats to get and in what quantity.
- b. Staff has reviewed the procedure for the new District 65 cards and a few kinks are still to be worked out. It was noted that Martha O'Hare and Amy vanGoethem have put in a lot of hard work to make this happen.
- c. Staff members have been working with the Director on a branding initiative, which had been recommended by the Long Range Planning Committee.
- d. The Library Open House took place on September 21 and was attended by 20-25 local residents. Martha O'Hara, Lilliana LaValle and Eliza Jarvi were commended for the materials they created for the event.
- e. A Return on Investment Calculator has been developed and can be found at <http://www.lakeblufflibrary.org/roicalculator.html>.

**11. Executive Sessions**

There were no Executive Sessions at this Board meeting

**12. Any and all other business which may properly come before the Board**

None.

**13. Adjournment**

Stroh moved and Schons seconded a motion to adjourn the meeting.

All voted aye.

The meeting adjourned at 8:20 pm.

**Respectfully submitted,**

**Scot Butler**