

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, April 19, 2016, at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044

1. Call to Order

President Kathy Meierhoff called the meeting to order at 7:00 pm. Present were Trustees Scott Butler, Tim Kregor, Janie Jerch, Carl Schons, Cal Stroh, Romain Wojda. Also present were Library Director Eric Bailey and Martha O'Hara.

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

3. Opportunity for Public to Address the Board: None present.

4. Approval of Minutes

Butler moved to accept the minutes of the March 15, 2016 Regular Board Meeting, with 3 corrections; Stroh seconded; all voted aye.

5. March 2016 Financial Reports

Stroh moved to accept the Financial Reports and Schons seconded; all voted aye.

6. Approval of checks

Stroh moved to accept the March Manual Checks (12542-12548), and the March Monthly Checks (12549-12581), Schons seconded; all voted aye.

7. Committee Reports

(Committees that met.)

a. Building & Grounds (**CHAIR:** Schons, **MEMBERS:** Jerch, Meierhoff, and Stroh) Schons discussed proposals for the HVAC contract but no decisions have been made yet.

b. Finance (**CHAIR:** Butler, **MEMBERS:** Kregor.) Butler reported that a potential volunteer engagement plan is in progress.

c. Human Resources (**CHAIR:** Butler, **MEMBERS:** Meierhoff, Stroh, Wojda.) Butler reported that there have been two meetings regarding the community engagement position; that is, whether or not we plan to replace Amy vanGoethem. Bailey said that yes, we have advertised the position and have 20 applications to date.

d. Long Range Planning (**CHAIR:** Kregor, **MEMBERS:** Butler, Schons, and Wojda.) Kregor reported that they are in the process of updating goals so as to move forward, but that no big changes are expected. One issue to be addressed is the collection strategy; that is, physical books vs. e-books vs. audio-books.

e. Outreach (**CHAIR:** Schons, **MEMBERS:** Butler.) Schons reported that this committee has met twice in the past month. Amy vanGoethem's departure has had a big impact on Martha O'Hara trying to take up her duties in planning outreach projects, and gave kudos to O'Hara for making the Library more visible in the community. He also noted that we are considering becoming an issuer of passports, which could be not only a convenience for the community but a big moneymaker for the Library.

(Committees that did not meet.)

- f. Building Task Force (**CHAIR:** Meierhoff. **MEMBERS:** Schons.)
- g. Intergovernmental (**CHAIR:** Bailey, **MEMBERS:** Jerch, Stroh.)
- h. Technology (**CHAIR:** Kregor, **MEMBERS:** Wojda.)

8. New Business

- a. O'Hara gave a reprise of the presentation she gave to the Building & Grounds committee on the branding initiative and the developing of a new logo. She also gave a brief history of our past logos. The next step is to make a decision in May so we can use the new logo in June with the new Library cards and newsletter.
- b. The decision on the HVAC maintenance contract will be tabled until May.

9. Old Business: There was none. Meierhoff asked for election cycle information for the trustees.

10. Director's Report

- a. Bailey reported that all staff have been trained on the AED and we are now just waiting to get the actual equipment delivered and installed. Kudos to Schons for suggesting this and following through with arrangements.
- b. Bailey also reported that the Library has been awarded a per capita grant from the State of Illinois of \$4200.00 but the money has not come in yet.
- c. Tomorrow's Building Task Force meeting will look at the RFP's (Requests for Proposals) for the fundraising effort.
- d. Coming up in May will be the Phyllis Fox writing awards and the Bookmark Design Contest awards at the Lake Bluff Recreation Center.

11. Executive Session: There was none.

- 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 Meeting Act 5 ILCS 120/2 (c) (21)

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

13. Adjournment

Wojda moved, Stroh seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 8:10 pm.

Respectfully submitted,

Janie Jerch