

**Lake Bluff Public Library  
Board of Library Trustees Meeting Minutes  
Tuesday, December 20, 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 7:02 pm. Present were Trustees Scot Butler, Tim Kregor, Janie Jerch, Cal Stroh, Romain Wojda, Library Director Eric Bailey, and Library employee Martha O'Hara. Board member Carl Schons was absent.
2. **Additions & Corrections to the Agenda:** There were none.
3. **Opportunity for Public to Address the Board:** There were none present.
4. **Approval of Minutes:**
  - a. Butler moved and Stroh seconded a motion to accept the November 15th, 2016 minutes; all voted aye.
  - b. Meierhoff gave a brief synopsis of the special meeting of the Library Board with members of the Lake Bluff History Museum on November 28, reporting that it was a discovery of what both parties' (Library and Museum) needs and desires are as we go forward with our fundraising for a capital improvement plan. It was clear that more meetings must be held before any actions are taken. Butler moved and Stroh seconded a motion to accept the November 28, 2016 minutes; all voted aye.
5. **November 2016 Financial Reports:** Stroh moved and Butler seconded a motion to approve the November Financial Summary and Report, the Detailed Revenue & Expense Report, and the Detailed Balance Sheet; all voted aye.
6. **Approval of checks**
  - a. Butler moved and Stroh seconded a motion to approve the November 2016 Manual Checks (12860-12869) and the November 2016 Monthly Checks (12870-12902); all voted aye.
7. **Committee Reports:**

**(Committees that met.)**

  - a. Finance (**CHAIR:** Butler, **MEMBERS:** Kregor.) Butler reported that this committee met with Bailey so that he could explain why the Village of Lake Bluff is zeroing out the CPI: they have a good reserve fund and no reason to raise the tax levy. They want to take a leadership initiative to hold taxes steady, since the law states that you can take the CPI or lower as a tax rate increase. The Library is under no pressure to do the same.

**(Committees that did not meet.)**

  - a. Building and Grounds (**CHAIR:** Schons, **MEMBERS:** Jerch, Meierhoff, and Stroh.)
  - b. Building Project Task Force (**CHAIR:** Meierhoff, **MEMBER:** Schons.)
  - c. Human Resources (**CHAIR:** Kregor, **MEMBERS:** Meierhoff and Butler.)
  - d. Long Range Planning (**CHAIR:** Wojda, **MEMBER:** Schons.)
  - e. Outreach (**CHAIR:** Schons, **MEMBERS:** Butler and Kregor.)
  - f. Intergovernmental (**CHAIR:** Bailey, **MEMBERS:** Jerch and Stroh.)
  - g. Policy and Bylaw Committee (**CHAIR:** Stroh, **MEMBERS:** Meierhoff and Schons.)

- 8. New Business:** There was none.
- 9. Old Business:**
- a. The fundraising and building project was discussed during the approval of minutes from the joint Library/History Museum meeting.
  - b. Meierhoff contacted Nate Blackmer at LBMS to get information about the “write-on wall” that was installed there for dry-erase markers. She was interested in doing something similar as part of the re-do of the Children’s Activity Room that the Friends of the Library are financing.
- 10. Director’s Report:** There will be a delay until the end of February to install the new shelving in the Children’s Library. New expanded hours will begin Jan. 2, 2017. Murphy and Miller will be installing the new Delta control system for the HVAC system on Dec. 21, 2016. Kudos were given to the Library Staff for the Holiday decorations for the Library; they were well received by our patrons. O’Hara and Reinhard are working on the framework for the new website, which they hope to have ready by late spring 2017.
- 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:** Butler will attend the May meeting and Stroh the June meeting of the Friends of the Library.
- 13. Adjournment:** Butler moved and Stroh seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 8:20 pm.

**Respectfully submitted,**

**Janie Jerch**