

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

**1. Call to Order**

Board President Kathy Meierhoff called the meeting to order at 7:02 pm. Present were trustees Scott Butler, Tim Kregor, Janie Jerch, Carl Schons, Cal Stroh, Romain Wojda. Also present were Library Director Eric Bailey, Amy van Goethem 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**

Stroh moved to accept the minutes of the December 15<sup>th</sup>, 2015 Regular Board Meeting, Butler seconded; all voted aye. Butler moved to accept the minutes of the January 7<sup>th</sup>, 2016 Special Board Meeting, Schons seconded; all voted aye.

**5. December 2015 Financial Reports**

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

**6. Approval of checks**

Butler moved to accept the December Manual Checks (12450-12453), and the December Monthly Checks (12454-12478), Stroh seconded; all voted aye.

**7. Committee Reports**

**(Committees that met.)**

a. Building Task Force (**CHAIR:** Meierhoff, **MEMBERS:** Schons) Meierhoff gave a brief report.

b. Finance (**CHAIR:** Butler. **MEMBERS:** Kregor.) Butler gave a brief report.

c. Human Resources (**CHAIR:** Butler, **MEMBERS:** Meierhoff, Stroh, Wojda.) Butler reported that the committee had crafted a performance appraisal form for all Library Employees, and wanted input before the February Board Meeting from the remaining Trustees. Eric agreed to send out an electronic version to all Trustees to ease the response. Butler also reported that the timeline would be that all Employees will have had their performance appraisals completed and be advised of their salaries for the coming fiscal year by May 1<sup>st</sup>.

d. Intergovernmental (**CHAIR:** Bailey, **MEMBERS:** Jerch, Stroh.) Bailey reported that Kregor attended the Friends of the Library January meeting. More follows in item e.

e. Special Meeting of the Library Board: Meierhoff and Kregor reported that the Friends of the Library are ready and willing to help with our fundraising efforts to eventually finance a build-out of the existing Library, but that they will need help due to the scope of the proposed project. Meierhoff felt that we still need a consultant to help with the fundraising effort since none of us has the time, expertise, or contacts to do an effective job; she noted that consultants speak a “specialized language” that facilitates such an endeavor. Requests for Proposals (RFP’s) will be going out shortly, crafted by Bailey with assistance from Mr. Philip Hood.

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

- f. Building and Grounds (**CHAIR:** Schons, **MEMBERS:** Jerch, Meierhoff, and Stroh.)
- g. Long Range Planning (**CHAIR:** Kregor, **MEMBERS:** Butler, Schons, and Wojda.)
- h. Outreach (**CHAIR:** Schons, **MEMBERS:** Butler.)
- i. Technology (**CHAIR:** Kregor, **MEMBERS:** Wojda.)

**8. New Business**

- a. Fundraising for Building Project: Covered under Committee Reports, Special Meeting.
- b. Budget for FY2016-2017: Bailey shared a rough draft of the budget for a first reading; Trustees will vote on it at the February meeting. Bailey received kudos from Butler and Wojda on the proposed budget.

**9. Old Business:** The three-board bulletin (Village, School, and Parks) mentioned the Library Board’s agreement with School District 65 concerning library cards for non-Lake Bluff resident students. A foot in the door for a *four*-board bulletin, perhaps?

**10. Director’s Report**

Bailey announced that there would be a Village Redevelopment Meeting the following evening at 7 pm at the Village Hall, if anyone was interested in attending. The HVAC work was postponed for one day due to the cold weather. Monthly statistics for library activity were popping up a bit.

**11. Executive Session:** There was none.

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

There was none.

**13. Adjournment**

Schons moved, Butler seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 8:50 pm.

**Respectfully submitted,  
Janie Jerch**