

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, July 19th, 2016
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 7:02 pm.

Present were Trustees Cal Stroh, Carl Schons, Tim Kregor, and Scot Butler. Trustees Janie Jerch and Romain Wojda were absent. Also present were Library Director Eric Bailey, Library Staff Member Martha O'Hara 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 asked whether Board meeting minutes were published. Director Bailey responded that minutes were published and placed on the library website. Mrs. Abel notified the Board that there was a Town Meeting scheduled at the Senior Center and asked whether the Library scheduled Town Meetings. Director Bailey responded that none were scheduled. Mrs. Abel asked why Library Staff did not wear the shirts provided by the Friends of the Library at work. Director Bailey responded that it was felt the shirts were too informal to be worn during working hours. Mrs. Abel pointed out a mistake in the Village Newsletter that dealt with district access to the Library.

4) Approval of June 21st Minutes

Trustee Butler pointed out that the Committee members listing was out of date. Director Bailey stated that he would update the listings.

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

5) Approval of June 29th Minutes

Stroh moved and Butler seconded to approve the minutes. All voted aye.

6) July 2015 Financial Reports

Director Bailey stated that finances were progressing as expected through the first two months of the fiscal year.

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

7) Approval of checks

Stroh moved and Butler seconded to accept the July Manual Checks and the July Monthly Checks (12662-12704). All voted aye.

8) Committee Reports that met in the past month

Finance Committee met on July 18.

- Committee discussed the possibility of reallocating funds from different budget lines to increase budgets for various categories of books.
- Director Bailey and Staff Member O'Hara have begun developing a plan for increasing the availability of popular book titles.
- The estimate is that approximately \$1,500 would be reallocated initially.

Committees that did not meet in the past month

- Building & Grounds (**CHAIR:** Schons, **MEMBERS:** Jerch, Meierhoff & Stroh).
- Human Resources (**CHAIR:** Kregor, **MEMBERS:** Butler & Meierhoff).
- Long Range Planning (**CHAIR:** Wojda, **MEMBERS:** Kregor & Schons).
- Outreach (**CHAIR:** Schons, **MEMBER:** Kregor).
- Intergovernmental (**CHAIR:** Bailey, **MEMBERS:** Jerch and Stroh).

9) New Business

- There was no new business to report.

10) Old Business

a. Fundraising Consultant

Director Bailey reviewed the recommendation for hiring the consultant (Ter Molen, Watkins & Brandt LLC) to complete a fund raising feasibility study. The Board agreed to submit a list of questions to the consultant before making a final decision.

b. Agreement with District 115

Director Bailey provided the written agreement for the library to provide library cards for students of District 115.

Butler moved and Stroh seconded a motion to approve an Inter-Governmental Agreement for Library Services pending the approval of School District 115. All voted aye.

11) Director's Report

- a. Director Bailey provided an updated version of the Library Statistics Interface and encouraged all Board members to look at and play around with the new features and data available.

13 Director's Report (continued)

- b. Staff members (Martha O'Hara and Gloria Newton) have been working with vendor Dasher Printing on redesigning library cards using the new library logo. The new cards will be more durable than existing cards.
- c. The Library marched in the 4th of July parade and had a strong entry with many participants. The new Community Engagement Coordinator (Skylar Reinhard) did a fantastic job with the event.
- d. The Library has been swept up in the Pokemon Go craze as both the library and museum are PokeStops.
- e. Skylar Reinhard has taken the lead in creating a Lake Bluff Library Instagram account. Eliza Jarvi is creating a separate account for Teen Services.
- f. Director Bailey and Staff member Martha O'Hara have been working on creating a new collection aimed at reducing hold list wait time and improving access to "hot" titles.
- g. Director Bailey attended the annual Chamber of Commerce Mayor's Luncheon at which Kathy O'Hara and her Lake Forest counterpart presented. The theme was "Movability and Livability" and the presentation emphasized the need for greater housing diversity and advertising the good things each community has to offer.
- h. The 5th Annual Criterium Race is scheduled for July 23rd, 2016. The Library has once again scheduled its annual Sidewalk Chalk Art competition on race day.
- i. Hannah Dove, a former volunteer and seasonal assistant will be taking on the position of Shelver this fall. She replaces Anna Fifhause who graduated and has moved to Chicago

12 Executive Sessions

There were no Executive Sessions at this Board meeting.

13 Any and all other business which may properly come before the Board

None.

14 Adjournment

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

All voted aye.

The meeting adjourned at 9:35pm.

Respectfully submitted,

Scot Butler