

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting Minutes**  
**Tuesday, June 21, 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 7:03 pm. Present were Trustees Scott Butler, Tim Kregor, Janie Jerch, Carl Schons, Cal Stroh, Romain Wojda, and Library Director Eric Bailey.
2. **Additions & Corrections to the Agenda:** We added 'Vote Lake Bluff' to New Business and moved the Task Force report to Committee Reports.
3. **Opportunity for Public to Address the Board:** Mrs. Margaret Abel from Friends of the Library reported that the Women's Club of Lake Bluff donated \$1,000 for renovating the Children's room, and also noted that they donated more than \$8,000 for equipment for the computer room several years back. Also, Friends sponsored 'Donuts & Dads' the Saturday before Fathers' Day, which was well attended. Mrs. Abel questioned why the Library does not have an American flag. Lastly, she mentioned discovering that a child in Lake Bluff schools from Knollwood did not have a library card, and questioned how that could happen.
4. **Approval of Minutes**
  - a. Stroh moved, Butler seconded a motion to approve the minutes from the May 17<sup>th</sup>, 2016 Regular Board Meeting. All voted aye.
  - b. Butler moved, Stroh seconded a motion to approve the minutes from the June 2<sup>nd</sup>, 2016 Special Board Meeting. All voted aye.
  - c. Schons moved, Meierhoff seconded a motion to approve the minutes from the May 9<sup>th</sup>, 2016 Building Project Task Force Meeting. All voted aye.
5. **April and May 2016 Financial Reports**
  - a-c. The April Financial Summary Report, Detailed Revenue & Expense Report, and Detailed Balance Sheet were approved after a motion by Butler and a second by Stroh; all voted aye.
  - d-f. The May Financial Summary Report, Detailed Revenue & Expense Report, and Detailed Balance Sheet were approved after a motion by Butler and a second by Stroh; all voted aye.

Butler commended Director Bailey for bringing in the expenses for FY 2015-16 at more than \$33,000 under budget. Kregor stated that the Finance Committee should look at several budget line items, particularly as a means to augment our various collections.
6. **Approval of checks**
  - a-b. Butler moved, Stroh seconded a motion to approve the April Manual Checks (12582-12587) and the April Monthly Checks (12588-12624); all voted aye.
  - c-d. Butler moved, Stroh seconded a motion to approve the May Manual Checks (12625-12629) and the May Monthly Checks (12630-12661); all voted aye.

## 7. Committee Reports

### (Committees that met.)

a. The Building Task Force (**CHAIR:** Meierhoff, **MEMBER:** Schons) was the only committee that met this month, on May 9<sup>th</sup>. Meierhoff and Schons felt that the Task Force has completed its work. Butler created a timeline so we would have a document of the building project up to this point.

Kregor pointed out that in order to ask for funds from donors, we need to decide what our rationale is for this capital improvement, and why we need more space. He will put together all his questions for the next board meeting. Butler, Schons, and Bailey will craft a short document addressing the need for this project.

We also discussed the role of the Village Board in this project. Bailey said he would talk with Drew Irvin about possible approaches.

The goal of these discussions is to enable the board to vote in July about moving forward.

### (Committees that did not meet.)

b. Building and Grounds (**CHAIR:** Schons, **MEMBERS:** Jerch, Meierhoff, and Stroh)

c. Finance (**CHAIR:** Butler, **MEMBER:** Kregor)

d. Human Resources (**Chair:** Kregor, **Members:** Butler and Meierhoff)

e. Long Range Planning (**CHAIR:** Wojda, **MEMBERS:** Schons)

f. Outreach (**CHAIR:** Schons, **MEMBERS:** Butler and Kregor)

g. Intergovernmental (**CHAIR:** Bailey, **MEMBERS:** Jerch and Stroh)

## 8. New Business

a. The Task Force report was moved to Committee Reports.

b. Stroh moved and Butler seconded a motion to adopt the Prevailing Wage Ordinance. All voted aye.

c. Butler moved and Stroh seconded a motion to accept a Statement of Participation in the Nonresident Card Program. All voted aye.

d. The new organization 'Vote Lake Bluff' asked the Board what we want for future Library Trustees. A short discussion ensued.

## 9. Old Business: There was none.

**10. Director's Report:** Bailey said that more than 40 people attend the Dads & Donuts program before Father's Day. He will also check on how many of our out-of-library-district students are participating in the Summer Reading Program. Bailey will be the grand marshal for the 4<sup>th</sup> of July parade, representing the Library and the Board, with the banner "Explore the Past, Discover the Future at your Public Library." Finally, the staff is working on creating a more appealing statistics portal than will eventually go live via a link on the library website.

## 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:** It was suggested that the Board invite our new employee, Skylar Reinhard, to a board meeting in the near future. Also, Meierhoff said that while attending the recent Friends of the Library meeting, she learned that they are providing new T-shirts for the parade participants that feature our new logo.

**15. Adjournment**

Wojda moved, Stroh seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 8:58 pm.

**Respectfully submitted,**

**Janie Jerch**