

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, March 15, 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 Scott Butler, Cal Stroh, Tim Kregor, Janie Jerch, Carl Schons; Romain Wojda was absent. 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

Stroh moved to accept the minutes of the February 16, 2016 Regular Board Meeting, Butler seconded; all voted aye.

5. February 2016 Financial Reports

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

6. Approval of checks

Stroh moved to accept the February Manual Checks (12509-12513), and the February Monthly Checks (12514-12541), Butler seconded; all voted aye.

7. Committee Reports

(Committees that met.)

a. Building & Grounds (**CHAIR:** Schons, **MEMBERS:** Jerch, Meierhoff, and Stroh) Bailey gave a report on the progress of the HVAC Parts and Maintenance contract bids. We now have 3 bids in, and Lyndy Jensen is checking into details of the bids from Murphy & Miller and from Midwest Mechanical to clarify what each is offering, thus facilitating a comparison.

b. Bailey also reported on the Library Logo and Branding initiative. Kregor questioned how this initiative came to be under the purview of Building & Grounds, and stated that it would fit better under Outreach or Long-Range Planning. Going forward, Bailey said this initiative would be on the agenda for the next board meeting in which we would discuss objectives and strategies with those staff members who are most directly involved.

c. Human Resources (**CHAIR:** Butler, **MEMBERS:** Meierhoff, Stroh, Wojda.) Butler reported that the annual review process for Bailey is almost complete, and thanked all the Trustees for their input.

(Committees that did not meet.)

c. Building Task Force (**CHAIR:** Meierhoff. **MEMBERS:** Schons.)

Note: Bailey has sent out 6 RFP's regarding our fundraiser. Jerch contacted a 7th company operated by Lake Bluff resident Jon Heintzelman. No bids have come in as of this date; the deadline is April 1, 2106. It was also noted that Gorton Community Center just sent out a list of their donors for their recent fundraiser, which could be helpful.

d. Finance (**CHAIR:** Butler, **MEMBERS:** Kregor.)

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

f. Long Range Planning (**CHAIR:** Kregor, **MEMBERS:** Butler, Schons, and Wojda.)

g. Outreach (**CHAIR:** Schons, **MEMBERS:** Butler.)

h. Technology (**CHAIR:** Kregor, **MEMBERS:** Wojda.)

Note: Both Schons and Kregor feel that there is no need for their committees to meet unless there is an issue that comes up. Butler suggested that both meet at least quarterly for updates.

8. New Business

a. Bailey noted that he sent out the agenda and materials to the Trustees electronically so that we could review them ahead of time, as we should do. He asked for feedback on this practice.

9. Old Business: There was none.**10. Director's Report**

a. Bailey discussed possibilities for obtaining an AED (defibrillator) for the Library and said that the LB Fire Department would provide training in its use to the Library Staff. Several suggestions were made to cover the cost of the AED.

b. Bailey contacted our attorney concerning review of our minutes of closed meetings. Our attorney said that we are required by law to review such minutes twice yearly. However, we could separate those minutes into two categories, Human Resource issues and any other issues, and consider the HR minutes as a group, thereby voting each time to simply leave them closed. Of course, we would have to still review any other issues twice yearly, and if anyone should ever invoke FOIA in HR issues, we would have to reconsider.

c. O'Hara received a travel grant to attend the Public Library Association meeting in Denver, coming up soon.

d. The Library writing contest and bookmark contest is ongoing. Winners will be announced at 7 pm on May 11 at the Recreation Center.

e. The numbers of patrons both attending programs and visiting the website are at an all-time high.

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

a. Bailey stated that Amy van Goethem is leaving the Library to return to Texas and that she will be greatly missed. Lillian LaValle will be taking over most of van Goethem's duties while continuing to work with programming of Library activities.

b. Bailey also reported that there was standing room only for Justin Peters' presentation. Meierhoff mentioned how much everyone, herself included, enjoyed it, and that he would be presenting again at the LF Bookstore.

c. Since two of our local author presentations have been so successful and our space is limited, we mentioned the possibility of using space at Central School, as per our agreement with District 65, when we anticipate large crowds.

d. Bailey said that the Library is still seeking volunteers for tasks such as shelving, etc.

13. Adjournment

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

Respectfully submitted,

Janie Jerch