

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, May 17, 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 7:00 pm. Present were Trustees Scott Butler, Tim Kregor, Janie Jerch, Carl Schons, Cal Stroh, Romain Wojda. Also present were Library Director Eric Bailey and Martha O'Hara.
2. **Additions & Corrections to the Agenda:** There were no finance reports from the Village, so Butler moved and Kregor seconded a motion to remove items 7 and 8 from the agenda, all voted aye. Bailey asked that we add looking at monthly statistics to new business.
3. **Election of Secretary Pro Tempore:** Stroh moved and Butler seconded a motion to keep Jerch as recording secretary, all voted aye.
4. **Election of Board Officers and Selection of Committee Members:** Butler moved and Schons seconded a motion to retain officers for FY 2016-2017: Meierhoff as President, Stroh as VP, Jerch as Secretary, Butler as Treasurer; all voted aye.
 Stroh moved and Butler seconded a motion to make changes to the committees as listed below; all voted aye.
 - Finance: Chair Butler, member Kregor.
 - Human Resources: Chair Kregor, members Butler and Meierhoff.
 - Intergovernmental: Chair Bailey, members Jerch and Stroh.
 - Building & Grounds: Chair Schons, members Jerch, Meierhoff, and Stroh.
 - Long Range Planning: Chair Wojda, member Schons.
 - Technology: Duties will be folded into the LRP committee for the foreseeable future.
 - Outreach: Chair Schons, members Butler and Kregor.
5. **Opportunity for Public to Address the Board:** None present.
6. **Approval of Minutes**
 Butler moved to accept the minutes of the March 15, 2016 Regular Board Meeting, with 1 correction; Schons seconded; all voted aye.
7. **March 2016 Financial Reports**
 Removed from agenda.
8. **Approval of checks**
 Removed from agenda.
9. **Committee Reports**
(Committees that met.)
 - a. Building & Grounds (**CHAIR:** Schons, **MEMBERS:** Jerch, Meierhoff, and Stroh) Schons reported that this committee met immediately before the current board meeting. Bailey gave a brief synopsis of the presentation he made to B&G concerning the HVAC maintenance contracts.

The committee felt that the full Library Board should participate in this discussion. They had approved a motion earlier in the evening that the Library Board accept the HVAC Maintenance Contract from Murphy & Miller, in the amount \$2,298.00 for one year. Bailey said that he would go forward with the contract.

Also mentioned were the necessary repairs to the brickwork near the front entrance and the need for changing/adding to some of the plantings in the front of the building.

b. Building Task Force (**CHAIR:** Meierhoff, **MEMBER:** Schons) Meierhoff reported that the BTF had met three times since the last board meeting to investigate the feasibility of our building project. Of the three RFP's we received, we are considering that of Ter Molen, Watkins & Brandt. Their proposal came in much lower than the other two because one of their principals is a Lake Bluff resident, and they felt that we had already done the necessary preliminary work. There will be a special meeting in June, before the next board meeting, to hear from TMW&B. We questioned what will happen to the Friends of the Library if we undertake this project.

(Committees that did not meet.)

- c. Finance (**CHAIR:** Butler, **MEMBER:** Kregor)
- d. Human Resources (**Chair:** Butler, **Members:** Meierhoff, Stroh, and Wojda)
- e. Long Range Planning (**CHAIR:** Kregor, **MEMBERS:** Butler, Schons, and Wojda)
- f. Outreach (**CHAIR:** Schons, **MEMBERS:** Butler.)
- g. Intergovernmental (**CHAIR:** Bailey, **MEMBERS:** Jerch, Stroh)
- h. Technology (**CHAIR:** Kregor, **MEMBER:** Wojda)

10. New Business

- a. A new format for reporting monthly statistics is being prepared.
- b. Bailey reported that FY2015-2016 donations were as expected but a bit lower than last year.
- c. In his summary of Program Costs and Participation, Bailey gave a synopsis for the recent FY. Budget and expenses were the same as the previous year, but there was a 9.65% increase in attendance for all programs.
- d. O'Hara gave the highlights of the Patron Satisfaction Survey 2016, the main points being:
 - More patrons feel that we need more space.
 - Many patrons requested more evening hours.
 - Patrons seem to have lowered expectations because of our space limitations.
 - Improving the building would have a high impact on the community.
 - The results of this survey should be folded into long-term planning.

11. Old Business:

- a. The new logo was approved by the Library Staff.
- b. The HVAC Maintenance Contract was already discussed during the B&G committee report.

12. Director's Report

- a. Repairs to the parking lot have been ordered; the cost will be approx. \$800.00.

- b. George Russell came in and repaired a faulty drain on his own.
- c. The Friends of the Library Book Drive will be this Saturday from 10 am-4 pm.
- d. Congressman Bob Dold will personally come to the Library to judge the upcoming sidewalk chalk art contest on July 23.
- e. Skylar Reinhard has been hired to replace Amy van Goethem

13. 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)

14. Any and all other business which may properly come before the Board: There was none.

15. Adjournment

Stroh moved, Wojda seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 9:10 pm.

Respectfully submitted,

Janie Jerch