

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, November 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 Tim Kregor, Janie Jerch, Carl Schons, Romain Wojda, Library Director Eric Bailey, and Library employees Martha O'Hara and Eliza Jarvi. Board members Butler and Stroh were absent.
- 2. Additions & Corrections to the Agenda:** Discussion of the safety deposit box was added to New Business; of the Holiday Luncheon, to Old Business.
- 3. Opportunity for Public to Address the Board:** Margaret Abel of Friends of the Library asked about the availability of books on tape and about the renewal policy. Bailey said that books on tape represents an old technology and that we have a large collection of books on compact discs as well as audio books available for download, and also that as of November 1, patrons can renew a book twice if there is no hold on it.
- 4. Approval of Minutes:** Schons moved and Kregor seconded a motion to accept the October 18, 2016 minutes; all voted aye.
- 5. October 2016 Financial Reports:** Bailey reported that we are halfway through the fiscal year and our total expenditures are at 47.9% of the yearly budget, so we are spot on. Kregor moved and Schons seconded a motion to approve the October Financial Summary and Report, the Detailed Revenue & Expense Report, and the Detailed Balance Sheet; all voted aye.
- 6. Approval of checks**
 - a. Kregor moved and Schons seconded a motion to approve the October 2016 Manual Checks (12819-12821) and the October 2016 Monthly Checks (12822-128159); all voted aye.
- 7. Committee Reports:**

(Committees that met.)

 - a. Building and Grounds (**CHAIR:** Schons, **MEMBERS:** Jerch, Meierhoff, and Stroh.)
Schons reported that at the Oct. 25 meeting the committee discussed approval of the Delta Control System for the HVAC system. Schons then moved to accept the proposal from Murphy and Miller totaling \$25,600 for installation of a new Delta Controls system, with expenses not to exceed \$26,000. Kregor seconded; all voted aye. This installation may possibly occur within a month, with no down time for the Library. It was also reported that Bailey and Lyndy Jensen are looking into purchase of a generator so that the building can be a viable emergency shelter for the community. Also discussed were the carpeting downstairs and the installation of the American flag, which is now complete.
 - b. Finance (**CHAIR:** Butler, **MEMBERS:** Kregor.)
Kregor moved that the revised policy for Location and Hours be adopted effective January 1, 2017; Schons seconded, all aye.
 - c. Human Resources (**CHAIR:** Kregor, **MEMBERS:** Meierhoff and Butler.)
Kregor reported that the committee has met twice concerning Bailey's mid-term review.

(Committees that did not meet.)

 - a. Building Project Task Force (**CHAIR:** Meierhoff, **MEMBER:** Schons.)
 - b. Intergovernmental (**CHAIR:** Bailey, **MEMBERS:** Jerch and Stroh.)
 - c. Long Range Planning (**CHAIR:** Wojda, **MEMBER:** Schons.)

- d. Outreach (**CHAIR:** Schons, **MEMBERS:** Butler and Kregor.)
- e. Intergovernmental (**CHAIR:** Bailey, **MEMBERS:** Jerch and Stroh.)
- f. Policy and Bylaw Committee (**CHAIR:** Stroh, **MEMBERS:** Meierhoff and Schons.)

8. New Business

- a. &b. The HVAC Control System approval and Expanded Library Hours approval were done during committee reports.
- c. The Friends of the Library meeting dates were determined and board members signed up.
- d. Schons moved that the proposed agreement between the Lake Bluff Public Library and Forest Bluff Montessori be approved, to be effective immediately. Kregor seconded; all aye.
- e. Bailey said that we have a Safety Deposit Box at the Northern Trust Bank but no key and no idea what it contains. One of the last signators on the box will help us with it.

9. Old Business:

- a. Kregor moved that the "Resolution Regulating Reimbursement of Travel, Meal and Lodging Expenses" be approved as written. Schons seconded; all aye.
- b. Schons moved that the proposed Board Meeting Dates for 2017 be approved. Kregor seconded; all aye.
- c. Meierhoff, Schons, and Kregor met with Don Souhrada and Jon Heintzelman of TWB to see if we could pause the process of the fundraiser until we figure out how to work something out with the History Museum. TWB is willing to wait until we have a specific plan. The former PNC Bank property was briefly discussed. A meeting between the Library and the Museum is planned for Nov. 28. O'Hara will look into what the Highland Park Library and Historical Society are doing.
- d. The Holiday Luncheon will take place on Dec. 15 with Meierhoff, Schons and Jerch organizing.

- 10. Director's Report:** O'Hara will take Bailey's place at this Saturdays Friends of the Library meeting. Bailey sent board members information about our position in library rankings, which has gone up significantly. The Friends of the Library set up an "Amazon Smile" account so that patrons using Amazon can trigger a donation with every purchase to the Friends' 501c3 account. Information about how to sign up will go in the newsletter and on the web page. Bailey met with Nate Blackmer of LBMS to discuss the library's role as a "safe haven" staging point.

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: There was none.

13. Adjournment: Kregor moved and Schons seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 8:45 pm.

Respectfully submitted,

Janie Jerch