

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting Minutes**  
**Tuesday, October 18, 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 7:01 pm. Present were Trustees Scott Butler, Tim Kregor, Janie Jerch, Carl Schons, Cal Stroh, Romain Wojda, Library Director Eric Bailey, and Village Employees Susan Griffin and Marlene Scheibl.
- 2. Additions & Corrections to the Agenda:** Report from Friends of the Library and possible agreements with the Lake Bluff History Museum were added to Old Business.
- 3. Opportunity for Public to Address the Board:** There were none present.
- 4. Discussion of FY17-18 Levy and FY15-16 Auditor's Report (CAFR):** Susan Griffin and Marlene Scheibl from the Village of Lake Bluff explained and answered many questions from the Board; the discussion and reporting lasted until 8:05.
- 5. Approval of Minutes:** Mistakes were pointed out regarding the members of the Human Resources Committee. Stroh moved and Butler seconded a motion to accept the August 16, 2016 minutes with the above corrections; all voted aye.
- 6. August 2016 Financial Reports:** Bailey reported that we are on course with the Financials, and that the majority of property taxes have been received for the year. Stroh moved and Butler seconded a motion to approve the September Financial Summary and Report, the Detailed Revenue & Expense Report, and the Detailed Balance Sheet; all voted aye.
- 7. Approval of checks**
  - a. Stroh moved and Butler seconded a motion to approve the September 2016 Manual Checks (12791-12793) and the September 2016 Monthly Checks (12794-12817); all voted aye.
- 8. Committee Reports:**

**(Committees that met.)**

  - a. Building Project Task Force (**CHAIR:** Meierhoff, **MEMBER:** Schons.)
  - b. Finance (**CHAIR:** Butler, **MEMBER:** Kregor.) Discussed under New Business.

**(Committees that did not meet.)**

  - a. Building and Grounds (**CHAIR:** Schons, **MEMBERS:** Jerch, Meierhoff, and Stroh.)
  - b. Human Resources (**Chair:** Kregor, **Members:** Meierhoff, Wojda.)
  - c. Long Range Planning (**CHAIR:** Wojda, **MEMBER:** Schons.)
  - d. Outreach (**CHAIR:** Schons, **MEMBERS:** Butler, Kregor.)
  - e. Intergovernmental (**CHAIR:** Bailey, **MEMBERS:** Jerch, Stroh.)
  - f. Policy and Bylaw Committee (**CHAIR:** Stroh, **MEMBERS:** Meierhoff and Schons.)

**9. New Business**

- a. The Tax Levy for FY17-18 was discussed by the Finance Committee. Bailey recommended the Library approve the 1.249% PTELL increase, resulting in a levy extension of \$897,118. Stroh moved, and Butler seconded, a motion to approve a tax levy increase of 1.249% to \$897,118 for FY17-18; all voted aye.
- b. The decision on Board Meeting dates for 2017 was deferred to next month.
- c. The discussion of the Local Government Travel Expenses Control Act was deferred to next month.
- d, e. Butler moved, and Stroh seconded a motion to accept all audit documentation for the year ending April 30, 2016; all voted aye.
- f. December 15, 2016 was selected for the Holiday Luncheon.

**10. Old Business:**

- a. Bailey reported that the Friends of the Library, particularly Eva Javier, the Friends' treasurer, felt we could use the existing 501-c3 account for any fundraising efforts but that they would need two volunteers or employees to handle the donations. TWB felt that a library employee could do the work.
- b. Bailey reported on the meeting with representatives from the History Museum. They wanted an update on the status of our building project. The possibility of the Museum and the Library sharing space was briefly discussed. There will be another meeting on January 9.
- c. Bailey delivered some ball-park figures for purchase, demolition, and building a new library building on the former PNC Bank property across the street. Given the costs and the problem of what to do with the existing building, the possibilities are not promising, but we will continue to investigate our options.
- d. Bailey will have a meeting with Souhrada and Heintzelman of TWB to discuss possible new developments to our expansion plan. We clearly need to have decisions made concerning possible building new and/or possible shared usage of Museum and Library spaces before going out for our capital funds requests.

**11. Director's Report:** Bailey noted that circulation was up 10% during the past month.

**12. 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)

**13. Adjournment**

Wojda moved and Butler seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 9:15 pm.

**Respectfully submitted,**

**Janie Jerch**