

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, September 20, 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, Tim Kregor, Janie Jerch, Carl Schons, Cal Stroh, Romain Wojda, Library Director Eric Bailey, and Library Employee Martha O'Hara.

2. Additions & Corrections to the Agenda: There were none.

3. Opportunity for Public to Address the Board:

a. Carol Russ appeared to talk about the new Caucus organization (www.VoteLakeBluff.org), in which all the caucuses (Village, Parks, Library, District 65, District 115) have been rolled into one caucus in which all those seeking election will appear at one of two Town Meetings (Dec. 6, 2016 for Library and Village Boards, Dec. 7 2016 for Park and both School Boards).

b. Margaret Abel appeared to tell us that the Friends of the Library have collected a nice sum of money from local businesses sponsoring fundraisers on the Library's behalf, and that the funds will go for drywalling the Children's Activity Room and for a 1-year subscription to the New York Times. She also questioned whether residents of the new Senior Living facility being built in north Lake Bluff will be able to get library privileges.

4. Approval of Minutes

There was one typo and one change to Item 12 from the Aug 16, 2016 minutes. O'Hara noted that the Village of Lake Bluff is beginning the strategic planning process, not the local Chamber of Commerce.

Butler moved and Stroh seconded a motion to accept the August 16, 2016 minutes with the above changes; all voted aye.

5. August 2016 Financial Reports

a. Bailey reported from the August Financial Summary Report that the finances are on course for this fiscal year after Butler questioned why we seem to be 1/2 of the way through some line items from the FY2016-17 budget despite being only 1/3 of the way through the time period. He explained that some of the bigger ticket items must be paid out early in the fiscal year.

b. Butler moved and Stroh seconded a motion to accept the August Detailed Revenue and Expense Report and the August Detailed Balance Sheet; all voted aye.

6. Approval of checks

a. Butler moved and Stroh seconded a motion to approve the August 2016 Manual Checks (12750-12753) and the August 2016 Monthly Checks (12754-12790); all voted aye.

7. Committee Reports:

(Committees that met.)

a. Building and Grounds (**CHAIR:** Schons, **MEMBERS:** Jerch, Meierhoff, and Stroh)
Schons reported that this committee met on August 30, 2016, to discuss two issues: HVAC control systems and replacement of shelving and carpeting in the Children's Library.

- a. (cont'd) B&G decided to recommend that the Board accept the bid from LFI (Library Furniture International) in the amount of \$28,848.00 to remove and recycle the old shelves and install new ones. At this point, Schons moved and Stroh seconded a motion to accept the bid from LFI as well as add a small amount to repair the carpet in the Children's Library for a total amount of up to \$30,000.00; all voted aye.
- b. Building Project Task Force (**CHAIR:** Meierhoff, **MEMBER:** Schons) Meierhoff reported that they met on August 26, 2016, to identify potential donors and to begin drafting a prospectus for the fund-raising effort.
- c. Policy and Bylaw Committee (**CHAIR:** Stroh, **MEMBERS:** Meierhoff and Schons) Bailey reported that he met with this committee on September 6, 2016, to discuss a new circulation policy, which was last updated in 2009. Changes being considered include the transition from juvenile library cards to adult library cards, replacement fees for lost materials, handling of outstanding fines, and number of renewals allowed.
(Committees that did not meet.)
 - a. Finance (**CHAIR:** Butler, **MEMBER:** Kregor)
 - b. Human Resources (**Chair:** Butler, **Members:** Meierhoff, Stroh, and Wojda)
 - c. Long Range Planning (**CHAIR:** Kregor, **MEMBERS:** Butler, Schons, and Wojda)
 - d. Outreach (**CHAIR:** Schons, **MEMBERS:** Butler.)
 - e. Intergovernmental (**CHAIR:** Bailey, **MEMBERS:** Jerch, Stroh)

8. New Business

- a. Stroh moved, Butler seconded a motion to accept the calendar of Library closings for 2017 provided by Bailey; all voted aye.
- b. Schons moved, Stroh seconded a motion to approve the recommended changes to the Circulation Policy, effective November 1, 2016; all voted aye.
- c. The vote concerning the new shelving and carpet repair for the Children's Library occurred during the Committee Reports.

9. Old Business:

- a. Meierhoff and Butler attended a Friends of the Library meeting to update them on the status of the Building Project; they received varied reactions from the Friends.
- b. Butler will attend the October FoL meeting in place of Wojda, and will also continue to work on the prospectus.
- c. Bailey was asked about the status of the PNC property, which has come back on the market. Meierhoff met with the Finance Committee of the Village Board to share information about our plans to fund-raise for expansion, and also mentioned that we will look into the PNC property as an alternative. Bailey will ask our building contractor to come up with an estimate for new construction, based on square footage, just to explore possibilities and for grins.

10. Director's Report: Ross Shanley-Roberts made the requested changes to the Monthly Usage Report. Small American flags were purchased and displayed for Lake Bluff's first Patriot Day. Bailey noted that it is time for the twice yearly review of executive session minutes. Butler moved, and Kregor seconded a motion to keep closed any closed meeting minutes; all voted aye.

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. Adjournment

Butler moved and Wojda seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 8:55 pm.

Respectfully submitted,

Janie Jerch