

Lake Bluff Public Library
Board Library Trustees Meeting Minutes
Tuesday, December 12th, 2017 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 7:04 pm. Present were Trustees Scot Butler, Kate Jackson, Janie Jerch, Tim Kregor, Carl Schons, Cal Stroh; also Library Director Eric Bailey, Martha O'Hara, and Marlene Scheibl from the Village of Lake Bluff.
2. **Additions & Corrections to the Agenda:** Correction to item 6; only the October financials will be considered because the November reports are not yet ready.
3. **Discussion of FY18-19 Levy and FY16-17 Auditor's Report (CAFR) with Marlene Scheibl from the Village of Lake Bluff:** Scheibl noted that while previously, the auditors did the Village and Library audits together, now they are doing the two reports separately, and dedicate time to work with Bailey independent of Village oversight. We will be with Sikich for our audits for one more year. The new software is working out well and all is now digitized.
4. **Opportunity for Public to Address the Board:** O'Hara noted that many compliments were received from the Middle School students when they came to the Library for crafts; they enjoyed both the activities and the friendly staff.
5. **Approval of Minutes:** Stroh moved and Butler seconded a motion to accept the minutes as written; all voted aye.
6. **October Financial Reports-Detailed Balance and Revenue/Expense (Yellow Pages):** Butler moved and Stroh seconded a motion to accept the October Financial Reports; all voted aye. Note that the November reports were not ready yet.
7. **Approval of Checks (Green Pages):**
 - a. October Monthly Checks: Butler moved and Stroh seconded a motion to accept the October checks (13253-13256, 13258-13298); all voted aye.
 - b. November Monthly Checks: Butler moved and Stroh seconded a motion to accept the November checks (13300-13307, 13309-13332); all voted aye.
8. **Committee Reports:**

(Committees that met)

 - a. Bylaw and Policy (**CHAIR:** Stroh, **MEMBER:** Schons) Committee met on December 5th to discuss gifts and donations policies, and also discrimination and harassment policies.
 - b. Finance (**CHAIR:** Kregor, **MEMBER:** Butler) Committee met with the owners of the Lake Bluff Brewery to discuss a possible revenue stream from the Trivia Nights; committee also discussed buying CD's instead of keeping funds that are currently in savings deposit accounts.
 - c. Human Resources (**CHAIR:** Butler, **MEMBER:** Jackson) Committee met earlier this evening with the Finance Committee to consider a proposal to change the current maternity/paternity/family leave policy to one more generous. In HR meeting (w/o Finance), Butler mentioned data collected about other libraries in the area of our size, and also requested that the other trustees provide information and insights to be used in Bailey's performance review.
 - d. Long Range Planning (**CHAIR:** Jackson, **MEMBERS** Kregor and Schons) Jackson reported on the focus groups that have been held and that are scheduled for future dates.
 - e. Outreach (**CHAIR:** Kregor, **MEMBER:** Jackson) Kregor reported that staff workloads are more balanced, and that new programs will be evaluated before being continued.

(Committees that did not meet)

- f. Building and Grounds (**CHAIR:** Schons, **MEMBERS:** Jerch, Meierhoff, and Stroh)
- g. Intergovernmental (**CHAIR:** Bailey, **MEMBERS:** Jerch and Stroh)

9. New Business:

- a. Communication from Community Member RE: Intergovernmental Agreement: We received and read a new letter from Ms. Schnobrich; Bailey has already responded.
- b. Feasibility Case Document {Prospectus}: Huberty, Souhrada, and Bailey participated in a conference call to help produce the prospectus. The cost will be 20% of what we had anticipated, coming in at \$1600. We propose to launch the Feasibility Study in January 2018, and hope to have a report in March or April.
- c. Gifts and Donations Policy: We had no policy in place up to this point, only a procedure. The new policy draws on that of nearby libraries, has been reviewed by legal counsel, and recommended for approval by the Bylaw and Policy Committee. Schons moved and Butler seconded a motion that the Gifts and Donations Policy be approved as written; all voted aye.
- d. Harassment and Discrimination Policy: We previously had a policy on file, but recent legislation requires us to update. The suggested amendments to the existing policy have been reviewed by legal counsel and recommended for approval by the Bylaw and Policy Committee. Butler moved and Jackson seconded a motion that the amended Harassment and Discrimination Policy be approved; all voted aye.
- e. Per Capita Grant: Though last year's grant monies have yet to be distributed, it is still time to apply this year's Per Capita Grant. Bailey will pursue the grant application. Also, Kregor participated in a Webinar on December 12, 2017, to satisfy the requirement that at least one board member do so. Thank you, Tim!

10. Old Business:

- a. Fundraising and Building Project: This was covered with the discussion of the prospectus.

11. Director's Report Highlights:

- a. The Holiday Luncheon is this Thursday, Dec. 14; Bailey asked trustees to RSVP and urged everyone to attend.
- b. The recent upgrade to the Sierra Integrated Library System (ILS) has gone well.
- c. There are potential collaborations between the Lake Bluff Library and the Lake Forest Library, the Senior Center, Lake Bluff History Museum, and the Lake Forest/Lake Bluff Historical Society on the horizon.
- d. Stats for the last 2 months look good with increases in circulation and in-person visits by teens.
- e. Bailey talked to the owners of the Brewery and Be Market about future collaborations.
- f. Bailey has information on CD rates for the Finance Committee.
- g. Bailey briefly discussed how LBPL fared in comparison to the LACONI data collected in 2014.

12. Executive Session(s): There were none.**13. Any and all other business which may properly come before the Board:** There was none.**14. Adjournment:** Butler moved and Jackson seconded a motion to adjourn the meeting; all voted aye. The meeting was adjourned at 8:51 pm.

Respectfully Submitted,

Janie Jerch