

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, January 17, 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 7:02 pm. Present were Trustees Scot Butler, Janie Jerch, Tim Kregor, Carl Schons, Cal Stroh, Romain Wojda (arrived 7:25), Library Director Eric Bailey, and Library employee Martha O'Hara. Library Board nominee Kate Jackson was also present.
- 2. Additions & Corrections to the Agenda:** There were none.
- 3. Opportunity for Public to Address the Board:** There were none present.
- 4. Approval of Minutes:**
Butler moved and Stroh seconded a motion to accept the December 20, 2016 minutes; all voted aye.
- 5. December 2016 Financial Reports:** Butler moved and Stroh seconded a motion to approve the December Financial Summary and Report, the Detailed Revenue & Expense Report, and the Detailed Balance Sheet; all voted aye. Butler noted that we are about 2/3 of the way through both the fiscal year and the budget, so we are on track.
- 6. Approval of checks**
 - a. Butler moved and Stroh seconded a motion to approve the December 2016 Manual Checks (12903-12908) and the December 2016 Monthly Checks (12909-12934); all voted aye.
- 7. Committee Reports:**

(Committees that met.)

 - a. Finance (**CHAIR:** Butler, **MEMBER:** Kregor.) Butler reported that this committee met with Bailey at 6 pm , right before this meeting, to go over the FY17-18 budget. We will vote on the budget next month, and Bailey will take the final budget to the Village on March 24.

(Committees that did not meet.)

 - a. Building and Grounds (**CHAIR:** Schons, **MEMBERS:** Jerch, Meierhoff, and Stroh.)
 - b. Building Project Task Force (**CHAIR:** Meierhoff, **MEMBER:** Schons.)
 - c. Human Resources (**CHAIR:** Kregor, **MEMBERS:** Meierhoff and Butler.)
 - d. Long Range Planning (**CHAIR:** Wojda, **MEMBER:** Schons.)
 - e. Outreach (**CHAIR:** Schons, **MEMBERS:** Butler and Kregor.)
 - f. Intergovernmental (**CHAIR:** Bailey, **MEMBERS:** Jerch and Stroh.)
 - g. Policy and Bylaw Committee (**CHAIR:** Stroh, **MEMBERS:** Meierhoff and Schons.)
- 8. New Business:**
 - a. The Budget for FY17-18 was mentioned during the Finance Committee report.
 - b. The Revised Statistics Report was submitted by Ross Schanley-Roberts , more suggestions were made to make the format more accessible.
 - c. Our LAN maintenance contract with Computer View Inc. is expiring. Other options were investigated, but CVI still has the best service plan for our needs. Butler moved and Stroh seconded a motion to accept the contract from Computer View Inc. totaling \$12,520 for two years of Local Area Network (LAN) management service. All voted aye.

d. The Northern Trust Bank wants a statement from the Library Board giving permission to drill open the mystery safety deposit box. Butler moved, and Wojda seconded, a motion to sign the document that Bailey had prepared. All voted aye. The document was signed, and will be delivered to the bank.

9. Old Business:

a. Nate Blackmer, principal at LBMS, gave Meierhoff and some Library staff members a tour of the new construction at the Middle School, which has just undergone a major renovation. He provided insights into how to conduct “business as usual” through such a project.

b. Meierhoff and Bailey met with Cathy McKechney, President of the Lake Bluff History Museum, who explained that the Museum is embarking on crafting a 5-year plan. The Museum wants to stay in their current space for now. As a result, Meierhoff feels that there is no benefit to holding up our fundraising project, and we will move forward with our fundraising feasibility study.

10. Director’s Report: Bailey reported that the new expanded hours began on Jan. 2, 2017, and that there has been much positive feedback, and also that usage is up.

Kregor asked about the cost-effectiveness of the quarterly newsletter, which is expensive to print and mail. We discussed whether or not we can *or should* include our news in the Village/Park District/School District newsletter. Discussion was tabled to next month.

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: Butler moved and Stroh seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 8:25 pm.

Respectfully submitted,

Janie Jerch