

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting Minutes**  
**Tuesday, May 16, 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 7:00 pm. Present were Trustees Scot Butler, Cal Stroh, Janie Jerch, Tim Kregor, Carl Schons, Romain Wojda , also Library Employees Eliza Jarvi, and Library Director Eric Bailey, and board member elect Kate Jackson.
2. **Additions & Corrections to the Agenda:** There were none.
3. **Oath of Office for Kate Jackson:** Bailey administered the Oath of Office to member elect Kate Jackson, thereby officially instituting Jackson as the newest member of the Library Board.
4. **Election of Secretary Pro Tempore:** Wojda moved and Schons seconded a motion to have Jerch fulfill the office; all voted aye.
5. **Resolution of Thanks to Romain Wojda:** Bailey moved and Schons seconded Resolution 201702; all voted aye. Wojda was awarded a certificate thanking him for his six years of service to the Board.
6. **Resolution of Thanks to Donna Williams:** Butler moved and Schons seconded Resolution 201703; all voted aye. Williams was awarded a certificate thanking her for her 26 years of service to the Lake Bluff Library. She stated that she will still be working in the Children's Library on weekends, just no longer full time as Head of Youth Services.
7. **Election of Board Officers and Selection of Committee Members:**  
 Butler moved and Schons seconded a motion to elect Meierhoff for President, Stroh for Vice President, Jerch for Secretary, and Butler for Treasurer for the FY17-18; all voted aye.  
  
 Butler moved and Schons seconded a motion to staff the committees as follows; all voted aye.  
     FINANCE: Chair Kregor, Member Butler.  
     HUMAN RESOURCES: Chair Butler, Members Jerch and Meierhoff.  
     BUILDING AND GROUNDS: Chair Schons, Members Jerch, Meierhoff, and Stroh.  
     BUILDING PROJECT TASK FORCE: Chair Meierhoff, Member Schons (an *ad hoc* committee).  
     INTERGOVERNMENTAL: Chair Bailey, Members Jerch and Stroh.  
     LONG RANGE PLANNING: Chair Jackson, Members Kregor and Schons.  
     OUTREACH: Chair Kregor, Member Jackson  
     POLICY AND BYLAW: Chair Stroh, Members Meierhoff and Schons (an *ad hoc* committee).
8. **Opportunity for Public to Address the Board:** Jarvi noted that there was a good turnout for the Phyllis Fox awards, which were well-received.
9. **Approval of Minutes:** Stroh moved and Schons seconded a motion to accept the April 18, 2017 minutes with amendments to item 1, 8, 10, and 12; all voted aye. A record for Secretary Jerch.
10. **April 2017 Financial Reports:** Butler moved and Stroh seconded a motion to accept the Detailed Balance and Revenue/Expense Reports (White and Yellow Pages) as given; all voted aye.

**11. Approval of Checks:** Butler moved and Stroh seconded a motion to approve the April 2017 Checks (13031-13038 and 13040-13075). Check 13039 was destroyed due to a printer error. All voted aye.

**12. Committee Reports:**

**(Committees that met)**

a. Finance Committee (**CHAIR:** Butler, **MEMBER:** Kregor.)

Butler reported that the committee voted on a raise in salary for Bailey.

b. Human Resources Committee (**CHAIR:** Kregor, **MEMBERS:** Butler and Meierhoff.)

Kregor reported that his Committee, in a joint meeting with Finance, discussed the scope of Outreach activities. They decided to reduce those activities that are least impactful, for now, while the Outreach position is open, and then re-evaluate once the position is filled.

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

c. Building and Grounds Committee (**CHAIR:** Schons, **MEMBERS:** Jerch and Meierhoff.)

d. Building Project Task Force Committee (**CHAIR:** Meierhoff, **MEMBER:** Schons.)

e. Intergovernmental Committee (**CHAIR:** Bailey, **MEMBERS:** Jerch and Stroh.)

f. Long Range Planning Committee (**CHAIR:** Wojda, **MEMBER:** Schons.)

g. Outreach Committee (**CHAIR:** Schons, **MEMBERS:** Butler and Kregor.)

h. Policy and Bylaw Committee (**CHAIR:** Stroh, **MEMBERS:** Meierhoff and Schons.)

**13. New Business:** Donations to the Library for FY 2016-17 were reviewed.

**14. Old Business:**

a. The Fundraising and Building Project's *ad hoc* committee of local volunteers met on April 20 with Jon Heintzelman and Don Sourhada. The group provided valuable outsider input into the message we will be delivering once fundraising begins. Afterwards, Meierhoff and Bailey met with Heintzelman and Souhrada to plan another brainstorming session with new people involved.

b. Jerch will set up a meeting with Meierhoff, Bailey, Sourhada, and Museum representatives to explore new possibilities for the Fundraising Project.

c. Two individuals have still not reimbursed the Library for the stolen video games; however, resolution is in progress.

**15. Director's Report:** The Phyllis Fox Writing and Bookmark Contest went well, with thanks to Stroh for attending and Donna Williams, Hannah Dove, and Eliza Jarvi for their planning of the event.

We received a mock-up of the newly re-designed Library Newsletter, and with one or two suggestions, were delighted with the changes.

Donna William's retirement festivities will be held on Friday, May 19 at 6 pm.

Applications are being accepted for a Community Engagement Coordinator and a Library Assistant, both part-time positions.

A new 501(c)(3) organization called Libraries First was formed by NSLS to take the place of the vanished NSLS to continue managing cooperative efforts amongst area libraries.

Library employees are considering joining the Village and Park District for NSEBC health insurance benefits.

Roof repairs and fence repairs are in process; estimates and other negotiations are underway.

**16. 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)

**17. Any and all other business:** There was none.

**18. Adjournment:** Stroh moved and Schons seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 8:50 pm.

**Respectfully submitted,**

**Janie Jerch**