

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, September 19, 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 7:01 pm. Present were Trustees Scot Butler, Janie Jerch, Tim Kregor, Carl Schons, Carol Stroh, also Library Director Eric Bailey and Library Employee Martha O'Hara. Trustee Kate Jackson was absent. Also present were Margaret Abel, Jan Schnobrich, and Ed Whitehead.
2. **Additions & Corrections to the Agenda:** A discussion of formation of a 501c3 Foundation was added to Old Business; setting the date for the Staff Holiday Party was added to New Business.
3. **Opportunity for Public to Address the Board:** Schnobrich began with her statement of high regard for the Library and its employees and board; she stated that what she was bringing up, the Intergovernmental Agreement between Lake Bluff Public Library and School Districts 65 and 115, was simply a matter of fiduciary responsibility to the taxpayers of Lake Bluff Public Library tax district. Schnobrich stated that the School Districts should hire the Library to provide services to those in unincorporated Lake Bluff who cannot afford to pay for a Library card instead of providing all non-resident students a free card. Abel reported on behalf of the Friends of the Library that the Grandparents' Tea was poorly attended, that the Friends have donated funds for a screen, which has been installed, a new couch, which has been ordered, and are considering a microphone, all for the Children's Library. She also mentioned that a fundraiser event will take place at Potbelly's on Friday, Oct. 6, 2017 from 5-8 pm. Meierhoff thanked Mrs. Abel and the Friends for their contributions.
4. **Approval of Minutes:** Butler moved and Stroh seconded a motion to accept the August 15, 2017 Minutes, with a note that Stroh's name had been misspelled; all voted aye.
5. **August 2017 Financial Reports:** Bailey noted that 33.74% of the budget has been spent, just as it should be at 1/3 of the way through the fiscal year. Butler moved and Stroh seconded a motion to accept the Financial Reports; all voted aye.
6. **Approval of Checks:** Stroh moved and Butler seconded a motion to approve the August 2017 Checks (13180-13186 and 13188-13217). All voted aye. Check 13187 was voided.
7. **Committee Reports:**
(Committees that met)
 - a. Building and Grounds Committee (**CHAIR:** Schons, **MEMBERS:** Jerch , Meierhoff, and Stroh.) Schons reported that this committee met twice, on 9/13 and just before this evening's meeting. Topics discussed were:
 - AC condenser repair/replacement was tabled until two more estimates are obtained.
 - Lyndy Jensen is still researching repairs to roof and brick piers and a leaky window.
 - The Garden Club is willing to help us raise funds to move the geese to the new front door.
 - The cigar-store Indian was removed from the Children's Library and placed in storage; there was a brief discussion about what we should do with it.
 - The Garden Club did the fall plantings in front of the building.
 - Purchase of a generator will be tabled until the building expansion project is resolved.
 - The Lake Bluff Brewery will help with our fundraising efforts for the building expansion.
 - Meierhoff suggested that Bailey and Kregor approach the Brewery about an ongoing partnership.

b. Long Range Planning Committee (**CHAIR:** Jackson, **MEMBERS:** Kregor and Schons.)

Bailey reported that at their meeting, the group discussed suggestions of community members they might ask to form focus groups of 6-12 people each for the fund-raising campaign; at least one group would be made up of people from households with small children, one with recent empty nesters, and one with senior citizens.

(Committees that did not meet.)

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

d. Human Resources Committee (**CHAIR:** Butler, **MEMBERS:** Jerch and Meierhoff.)

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

f. Outreach Committee (**CHAIR:** Kregor, **MEMBER:** Jackson.)

8. New Business:

a. D65 Intergovernmental Agreement: Members had the opportunity to address comments made by Jan Schnobrich; none spoke.

b. Work on the prospectus for the fund-raising campaign is resuming. Questions were raised about exactly what sorts of photos (of current building) and renderings (of future plans) we will need to provide and how the work will be paid for, and that TWB should be the art directors in the production of this prospectus. Bailey will arrange a conference call with Heintzelman, Souhrada, and Butler (who has marketing expertise) to clarify.

c. As per our contract with TWB, the second payment of \$10,000 was due 60 days after the contract was signed, but this date was waived while the Library Board was exploring a partnership with the History Museum. Now that we have decided to move ahead on our own, as originally planned, we should initiate the second payment. It was agreed to pay TWB \$5,000 in September, \$5,000 in October, and the remaining \$10,000 after receipt of the deliverables.

d. We perused the list of proposed Library closing dates for the calendar year 2018. Stroh moved, and Schons seconded, a motion to approve the list of proposed closing dates for the calendar year 2018; all voted aye.

e. Bailey gave a brief synopsis of the Intergovernmental Agreement for Health Insurance Benefits Coop. Stroh moved, and Butler seconded, a motion that the Intergovernmental Agreement between the Village of Lake Bluff, Lake Bluff Park District, and Lake Bluff Public Library regarding membership in the North Suburban Employee Benefit Cooperative be approved, and the Library Director appointed as representative in the partnership. All voted aye.

9. Old Business:

a. The D115 Intergovernmental Agreement was approved by this board at the August meeting, but with fewer D115 students enrolled this year from unincorporated Lake Bluff, D115 amended the agreement to a payment of \$500. Stroh moved, and Butler seconded, a motion to approve the amended D115 IGA; all voted aye.

b. Bailey reported that he had sent out a letter to the members of the Ad Hoc committee updating them on the status of the fundraising project, and shared the letter with the Board members.

c. Meierhoff stated that the time has come to facilitate the formation of a 501c3 foundation, and that it should be separate from the Friends of the Library for various reasons. It was noted that other area public libraries, the Lake Bluff Park District, and the Union Church have all recently formed similar foundations, and that they could be contacted for advice. Kregor stated that private monies should be used to set up this foundation so that there be absolutely no mixing of public funds with potential foundation funds, and also that it would not be appropriate for the Library Board to orchestrate the setting up of the foundation, although he felt that some of the Library Board members could also serve on the foundation board. We agreed to revisit this issue at the October meeting.

d. Bailey said that he would query Library Staff members about possible dates for the annual Holiday Party.

e. Meierhoff reported that the Amazon Smile tab seems to be working more consistently, at least in her experience, and that the tab has popped up on every purchase she has made since September. It was agreed that we need to get the word out on this easy fundraiser (funds go to the Friends of the Library) more effectively.

10. Director's Report:

- a. Bailey reminded people to RSVP for the luncheon honoring Susan Griffin.
- b. The people counter by the front door has stopped working and will be replaced soon for about \$500.
- c. There were no big surprises from the latest statistics.
- d. A series of presentations has begun, with the second of four to be given on Sept. 26, at 10:30 am, with a health food expert and nutritionist from Heinen's and a fitness instructor from the Lake Bluff Park District, which Meierhoff recommended highly. They are scheduled for every other week.

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

Respectfully submitted,

Janie Jerch