

Lake Bluff Public Library
Board Library Trustees Meeting Minutes
Tuesday, April 24th, 2018 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 7:08 pm. Present were Trustees Scot Butler, Kate Jackson, Janie Jerch, Tim Kregor, Carl Schons, Cal Stroh; also Library Director Eric Bailey, and Library Employee Martha O'Hara. Also Justin Jarvinen and Matthew Kerouac from the prospective Foundry restaurant, going into the building across the street (PNC Bank Building).
2. **Additions & Corrections to the Agenda:** Added under New Business (item 9) was a description about the new Children's Safety Committee.
3. **Opportunity for Public to Address the Board:** None present.
4. **Discussion with Foundry Restaurant representatives:** Mr. Jarvinen and Mr. Kerouac want to propose collaborating on programs and space usage; they are seeking wide-spread community investment.
5. **Approval of Minutes:** Baby Elinor Jarvi's name was spelled wrong; with that correction, Stroh moved and Butler seconded a motion to accept the minutes as corrected; all voted aye.
6. **March 2018 Financial Reports-Detailed Balance and Revenue/Expense (Yellow Pages):** Bailey noted that we are on track with the budget, with one month left in FY2017-2018. Jackson moved and Stroh seconded a motion to accept the March Financial Reports; all voted aye.
7. **Approval of Checks (Green Pages):**
 - a. March Monthly Checks: Stroh moved and Schons seconded a motion to accept the March checks (13457-13471, 13473-13498); all voted aye. Check # 13472 was voided.
8. **Committee Reports:**
 - (Committees that met)**
 - a. Building and Grounds (**CHAIR:** Schons, **MEMBERS:** Jerch, Meierhoff, and Stroh) Schons reported that the committee met on April 4 to discuss the design/administration proposals for the roof project; Engberg Anderson's proposal was the clear choice. Butler moved and Stroh seconded a motion that the proposal from Engberg Anderson of \$10,560 for design and construction administration services related to the replacement of the roof be accepted; all voted aye.
 - b. Human Resources (**CHAIR:** Butler, **MEMBERS:** Jerch and Meierhoff) Butler reported some proposed changes to the process of evaluating the Library Director, and also gave out copies of the finished report for this year, asking trustees' feedback by next week.
 - (Committees that did not meet)**
 - c. Intergovernmental (**CHAIR:** Bailey, **MEMBERS:** Jerch and Stroh)
 - d. Finance (**CHAIR:** Kregor, **MEMBER:** Butler)
 - e. Bylaw and Policy (**CHAIR:** Stroh, **MEMBER:** Schons)
 - f. Long Range Planning (**CHAIR:** Jackson, **MEMBERS:** Kregor and Schons)
 - g. Outreach (**CHAIR:** Kregor, **MEMBER:** Jackson)

9. New Business:

- a. Design and Construction Administrator for Roof: Done during Building & Grounds report.
- b. Foundation for Building Project: Bailey presented guidelines. It was agreed that no Library funds would be used for the set-up of the Foundation. Meierhoff and Bailey are pursuing possible community members to help with the Foundation.
- c. Nonresident Card Program Participation: The State of Illinois allows participation in a program allowing non-resident cardholders; the Library opts in on a yearly basis. Butler moved and Schons seconded a motion that the proposal to offer Nonresident Cards to the unincorporated parts of the Library's service area from July 1, 2018 to June 30, 2019 be approved; all voted aye.
- d. Children's Safety Committee: Meierhoff reported that there have been two meetings so far. The committee will be exploring ways to educate local parents about sexual abuse of children. Bailey and Meierhoff will serve on this committee as representatives of the Library.

10. Old Business:

- a. Fundraising and Building Project: TWB representatives Heintzelmann and Souhrada will report next month on results of the feasibility study. Souhrada feels that there should be a foundation in place as soon as possible. Meierhoff, Bailey, Heintzelmann, and Souhrada will participate in a conference call next week to clarify questions about the foundation. The Board of Trustees may have a special meeting to accommodate all the information concerning the foundation.
- b. Phyllis Fox awards will be on May 9; all Trustees are encouraged to attend.

11. Director's Report Highlights:

- a. The Friends of the Library will pay for the Jiggle Jam, which has already been held, as well as a bulletin board for the stairwell and prizes for the adult summer reading club.
- b. After May 1, statistics reports will go to the State.
- c. Officer positions and committees will change for the next FY2018-2019.

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: Stroh moved and Schons seconded a motion to adjourn the meeting; all voted aye. The meeting was adjourned at 8:50 pm.

Respectfully Submitted,

Janie Jerch