

**Lake Bluff Public Library**  
**Board Library Trustees Meeting Minutes**  
**Tuesday, August 14, 2018 at 7:00 PM**  
123 E. Scranton Ave, Lake Bluff, IL, 60044

- 1. Call to Order:** Vice President Cal Stroh called the meeting to order at 7:01 pm. Present were Trustees Scot Butler, Janie Jerch, Tim Kregor, Carl Schons, Cal Stroh and Library Director Eric Bailey, Library Employees Martha O'Hara and Eliza Jarvi. Also present was Sean Kelly, Roof Project Manager from Enbgerg Anderson. Kate Jackson and Kathy Meierhoff were absent.
- 2. Additions & Corrections to the Agenda:** We moved item 8a, contract for roof work, to #3 so that Mr. Kelly would not have to wait.
- 3. Contract for Roof Work:** Bailey briefly went over the bids, then Kelly stated that he had received additional information, since the B&G meeting the day before, which would impact our decision. Kelly said that while this rarely happens, two of the three bids had serious mistakes in them, and since the third was so much higher than the amount of the lowest bid, it would be necessary to consider alternatives. Once again, after much discussion and many clarifications from Kelly and Bailey, we chose to reject all three bids, modify our RFP, and send out for bids a second time, this time allowing a shorter window to submit bids. We also chose to separate out the roof work from the masonry repair work, since having that in our first RFP seemed to discourage some potential bidders.  
Jerch moved, and Schons seconded, a motion to reject the current bids and rebid it as two projects, the first project to include the base bid minus the masonry repair work, but including alternates 3 (asphalt shingles) and 5 (gutters and downspouts), the second project to include the masonry repair and alternate 6 (brick repair). All voted aye. We also discussed Kelly's charging us an additional \$3000 for re-writing, submitting, and evaluating the new bids. We felt that this was a reasonable price to pay in order to have better bids from which to choose.
- 4. Opportunity for Public to Address the Board:** None present.
- 5. Approval of Minutes:** Schons moved and Kregor seconded a motion to accept the minutes of the July 17, 2018 meeting as written; all voted aye.
- 6. July 2018 Financial Reports:** Bailey noted that the expenses for July were higher than normal due to the final payment being made to TWB and the order of the book bike, while noting that the Friends of the Library is providing funds for the book bike. Schons moved and Butler seconded a motion to accept the Detailed Revenue & Expense Report and the Detailed Balance Sheet; all voted aye.
- 7. Approval of Checks:** Butler moved and Schons seconded a motion to approve the July monthly checks numbered 13629-13665; all voted aye.
- 8. Committee Reports:**  
**(Met)**
  - a. Building and Grounds (Chair: Schons. Members: Jerch, Meierhoff, and Stroh.) Schons reported that the meeting yesterday was about the roof project; discussion and recommendations were covered already.
  - b. Long Range Planning (Chair: Jackson. Members: Kregor and Schons.) Committee members met to discuss input for the Long Range Plan.**(Did Not Meet)**
  - c. Bylaw and Policy Committee (Chair: Stroh. Member: Schons.)
  - d. Finance (Chair: Kregor. Member: Butler.)
  - e. Human Resources (Chair: Butler. Members: Jerch and Meierhoff.)
  - f. Intergovernmental (Chair: Bailey. Members: Jerch and Stroh.)

g. Outreach (Chair: Kregor. Member: Jackson.)

**9. New Business:**

- a. Contract for Roof Work: Done earlier in meeting.
- b. D65 Intergovernmental Agreement: Schons moved and Kregor seconded a motion to approve the D65 Intergovernmental Agreement; all voted aye.
- c. D115 Intergovernmental Agreement: Kregor moved and Schons seconded a motion to approve the D115 Intergovernmental Agreement; all voted aye.
- d. Executive Summary of Programming: Head of Youth Services Jarvi, Head of Circulation and Reference LaValle, and Staff Member Carter prepared a document with their observations and conclusions about programs running in the last fiscal year. Programs that worked included trivia at the brewery, reading clubs, special events, book club, cookbook club, Chicago history, craft programs, cooking programs, and wellness/meditation programs. Those that were not so successful were genealogy, which seems to be better as individual tutorials rather than as classes. They concluded that program resources are limited and carefully deployed, but at times it is difficult to assess why some offerings are not well attended. They indicated that no program is sustained for long if it continues to underperform.

**10. Old Business:** Nothing to report.

**11. Director's Report:** Two staff members resigned in July. Gloria Newton, employed since 2007, resigned because of family responsibilities and Brittany Hinkle, Community Engagement Coordinator, resigned due to a difficult commute. An RFP for work on a new website is underway with help from Nicki Snoblin of NextWord Communications; we hope to have a new website up and running by early 2019. The passport program is up and running. The Lake Bluff Brewery gave us \$650 as our portion of the proceeds for their "Totally Booked" beer, and are planning another library-themed brew. Last month's stats showed a significant number of decreases again. Bailey noted that the number of active users of the library is actually going up, while the rate of use is going down. Butler suggested considering the stats over different time periods that might show trends more clearly.

**12. Executive Session:** There was none.

**13. Any and All Other Business which may properly come before the Board:** There was none.

**14. Adjournment:** Schons moved and Butler seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:26 pm.

Respectfully Submitted,

Janie Jerch