

**Lake Bluff Public Library**  
**Board Library Trustees Meeting Minutes**  
**Tuesday, December 11th, 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 7:05 pm. Present were Trustees Scot Butler, Kate Jackson, Janie Jerch, Tim Kregor, Carl Schons, Cal Stroh, Library Director Eric Bailey, Library Employees Martha O'Hara, Eliza Jarvi, and Jillian Chapman.
2. **Additions & Corrections to the Agenda:** None
3. **Opportunity for Public to Address the Board:** No others present
4. **Introduction to New Staff Member Jillian Chapman:** Bailey introduced Trustees to Chapman; both Bailey and she spoke about her background and qualifications. Chapman has already begun work for the Library Centennial in 2019.
5. **Approval of Minutes:** Meierhoff requested that in item 8, the second sentence be removed. Also, in item 5, the word 'next' was misspelled. Oops. Stroh moved, and Butler seconded, a motion to accept the minutes from the November 11<sup>th</sup>, 2018 Board Meeting as amended; all voted aye.
6. **November 2018 Financial Reports:** Bailey noted that, allowing for roof expenses, we are on track for the budget. Butler moved and Stroh 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 Stroh seconded a motion to approve the November monthly checks numbered 13773-13785, 13787-13813; all voted aye.
8. **Committee Reports:**  
(Did Not Meet)
  - a. Finance (Chair: Kregor. Member: Butler.)
  - b. Building and Grounds (Chair: Schons. Members: Jerch, Meierhoff, and Stroh.)
  - c. Bylaw and Policy Committee (Chair: Stroh. Member: Schons.)
  - d. Human Resources (Chair: Butler. Members: Jerch and Meierhoff.)
  - e. Intergovernmental (Chair: Bailey. Members: Jerch and Stroh.)
  - f. Long Range Planning (Chair: Jackson. Members: Kregor and Schons.)
  - g. Outreach (Chair: Kregor. Member: Jackson.)Committee chairpersons are asked to have goals updates to Bailey in January 2019.
9. **New Business:**
  - a. Bailey said that the Per Capita Grant, the application for which is due by Jan. 15<sup>th</sup>, 2019, for the coming year will be spent with a focus on public service. One of the requirements for receiving the grant is that a member of the Board "attend" a webinar; Stroh performed that duty in November. The webinar was provided by RAIL and covered methods to better serve patrons with autism.
  - b. Trustees signed up for the Friends of the Library meetings scheduled for 2019. Meierhoff will attend in January, Kregor in February, Stroh in March, Butler in April, Jackson in May, Butler in June, Kregor in August, Jerch in September, Jackson in October, and Meierhoff in November.
10. **Old Business:** Updates will be coming soon regarding the Fundraising and Building project.

**11. Director's Report:**

- a. The VoteLakeBluff nominating committee held two meetings last week. Meierhoff and Jerch appeared at the meeting and were nominated for a third and a second term, respectively, along with Jon Heintzelman, who was nominated for the opening on the Library Board. He will replace Carl Schons, who will not seek another term.
- b. The Holiday Luncheon for Library staff members will be this Thursday, December 13<sup>th</sup>, starting at 12:30. Please come and share good times and good food with the staff!
- c. Bailey is starting the budgeting process for the next fiscal year by gathering information and suggestions from staff members.
- d. Lillian LaValle, Head of Circulation and Reference, has tendered her resignation to take a position with the University of Wisconsin-Eau Claire. Her contributions will be greatly missed.
- e. In addition to the upcoming Centennial celebration, we have at least eight other ongoing projects to enhance all aspects of the Library in 2019.

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

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

**13. Adjournment:** Butler moved and Kregor seconded a motion to adjourn; all voted aye. The meeting adjourned at 7:55 pm.

Respectfully Submitted,

Janie Jerch