

**Lake Bluff Public Library**  
**Board Library Trustees Meeting Minutes**  
**Tuesday, January 16, 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 7:04 pm. Present were Trustees Kate Jackson, Janie Jerch, Tim Kregor, Carl Schons, Cal Stroh; also Library Director Eric Bailey, Martha O'Hara, and Eliza Jarvi. Trustee Scot Butler was absent.
2. **Additions & Corrections to the Agenda:** There were none.
3. **Opportunity for Public to Address the Board:** There were no comments.
4. **Approval of Minutes:** Stroh moved and Schons seconded a motion to accept the minutes of the Dec. 12, 2017 Board Meeting as written; all voted aye.
5. **November and December Financial Reports-Detailed Balance and Revenue/Expense (Yellow Pages):** Stroh moved and Jackson seconded a motion to accept the November and December Financial Reports; all voted aye.
6. **Approval of Checks (Green Pages):**
  - a. December Monthly Checks: Stroh moved and Schons seconded a motion to accept the December checks (13333-13341, 13343-13374); all voted aye. Check # 13342 was voided.

7. **Committee Reports:**

**(Committees that met)**

- a. Building and Grounds (**CHAIR:** Schons, **MEMBERS:** Jerch, Meierhoff, and Stroh) Schons reported that the committee met on Dec. 13 to discuss possible timelines and scenarios for repair or replacement of the roof.
- b. Bylaw and Policy (**CHAIR:** Stroh, **MEMBER:** Schons) Stroh reported that the committee met to discuss medical leave/maternity and paternity leave policy.

**(Committees that did not meet)**

- c. Finance (**CHAIR:** Kregor, **MEMBER:** Butler)
- d. Human Resources (**CHAIR:** Butler, **MEMBER:** Jackson) This committee did not meet, but Meierhoff noted that Butler has completed Bailey's mid-year review.
- e. Long Range Planning (**CHAIR:** Jackson, **MEMBERS:** Kregor and Schons) This committee did not meet, but Jackson reported that they have met with members of the community from ages 5 to 85 in various focus groups, and that their strategy report will be ready by the first week in May. Also, trustees will interview Lake Bluff leaders.
- f. Outreach (**CHAIR:** Kregor, **MEMBER:** Jackson)
- g. Building and Grounds (**CHAIR:** Schons, **MEMBERS:** Jerch, Meierhoff, and Stroh)
- h. Intergovernmental (**CHAIR:** Bailey, **MEMBERS:** Jerch and Stroh)

8. **New Business:**

- a. Stroh moved and Jackson seconded a motion to extend a Resolution of Congratulations for Eliza Jarvi; all voted aye.
- b. Stroh moved and Jackson seconded a motion to extend a Resolution of Congratulations for Liliana LaValle; all voted aye.

- c. Stroh moved and Jackson seconded a motion to extend a Resolution of Congratulations for Claire Osada; all voted aye.
- d. Medical Leave Policy: Schons moved and Stroh seconded a motion to approve the new Medical Leave Policy as written; all voted aye.

9. **Old Business:**

- a. Fundraising and Building Project: Bailey reported that the prospectus is now ready and that the letter to prospective donors is under review. Bailey will find out when the letters are expected to go out. Members of the *ad hoc* committee will be sent prospectuses as well. The final report will be ready in 2-3 months.

10. **Director's Report Highlights:**

- a. Further collaboration with the Lake Bluff Brewery, including a batch of beer with a library-themed name, is in the works. (woo-hoo!)
- b. Holiday programming was a success, and two former staffers rejoined us during their college winter breaks to help cover regular staff seeking vacation time.
- c. New youth programs and collaboration with the Senior Center are coming.
- d. The Community Survey recently conducted showed that the Library was rated highest in 'esteem' amongst the agencies listed by the respondents.
- e. Lyndy Jensen has arranged for a new database called Kanopy for streaming video.

11. **Executive Session(s):** There were none.

12. **Any and all other business which may properly come before the Board:** There was none.

13. **Adjournment:** Stroh moved and Schons seconded a motion to adjourn the meeting; all voted aye. The meeting was adjourned at 8:27 pm.

Respectfully Submitted,

Janie Jerch