

Lake Bluff Public Library
Board Library Trustees Meeting Minutes
Tuesday, July 17, 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 7:01 pm. Present were Trustees Kate Jackson, Janie Jerch, Tim Kregor, Carl Schons, and Library Director Eric Bailey, Library Employees Martha O'Hara and Eliza Jarvi. Scot Butler and Cal Stroh were absent.
2. **Additions & Corrections to the Agenda:** There were none.
3. **Opportunity for Public to Address the Board:** None present.
4. **Approval of Minutes:**
 - a. Minutes of June 19th regular meeting: Changes were noted to mistakes made in 7d: *New strategy was presented and drafts submitted for review.* Also in 8a: *Jackson gave a presentation of the proposed LRP...* Schons moved and Kregor seconded a motion to accept the amended minutes; all voted aye.
 - b. Minutes of June 21st special board meeting: Kregor noted that he was absent, not present, for this meeting. Schons moved and Jackson seconded a motion to accept the amended minutes; all voted aye.
5. **June 2018 Financial Reports:** Bailey noted that another portion of tax revenue came in, and that we are on track for expenses. Jackson moved and Schons seconded a motion to accept the Detailed Revenue & Expense Report and the Detailed Balance Sheet; all voted aye.
6. **Approval of Checks:** Schons moved and Kregor seconded a motion to approve the June monthly checks numbered 13587-13597 and 13599-13628; all voted aye.
7. **Committee Reports:**

(Met)

 - a. Building and Grounds (Chair: Schons. Members: Jerch, Meierhoff, and Stroh.) Schons reported that the meeting was about the roof project; discussion and recommendations will be covered in the Director's Report.
 - b. Bylaw and Policy (Chair: Stroh. Member: Schons.) Bailey said that they discussed a collection development policy; discussion and recommendation will be covered in New Business.
 - c. Outreach (Chair: Kregor. Member: Jackson.) Kregor reported that they met to set some goals for next FY.

(Did Not Meet)

 - d. Finance (Chair: Kregor. Member: Butler.)
 - e. Human Resources (Chair: Butler. Members: Jerch and Meierhoff.)
 - f. Intergovernmental (Chair: Bailey. Members: Jerch and Stroh.)
 - g. Long Range Planning (Chair: Jackson. Members: Kregor and Schons.)
8. **New Business:**
 - a. Presentation of Patron Satisfaction Survey Findings: O'Hara gave highlights, which were as follows:
 - (i) a proposal to move the 2020 survey to spring/summer,
 - (ii) satisfaction with the Library building is decreasing and criticism of the Museum is increasing. There is a need to change space usage, get more books, etc.,
 - (iii) our website got a high rating, which O'Hara felt was higher than it deserved; she feels that a comprehensive and thorough upgrade needs to be done with the decision to be made as to whether to do it in-house or to hire someone to do the upgrade,
 - (iv) we've increased from 8 to 30 databases,
 - (v) newsletter is still the primary method for notification of programs, but we also have an e-newsletter; should we consider text notifications,

(vi) our customer service was highly rated, making the Library the most highly rated of all government agencies in the survey. The level of customer service was identified as our greatest asset, and what differentiates us from other area libraries.

b. Collection Development Policy: Bailey noted that the current policy, from 2007, is out of date, and that for every new item that arrives, one item must be culled from the collection since there is no more room. Should the Trustees be involved in formulating a focus for the collection? Perhaps the Long Term Planning Committee could discuss the issue, as there were concerns over whether we have been putting enough thought into collection development. Schons moved and Jerch seconded a motion to accept the proposed new collection development policy. Jerch, Meierhoff, and Schons voted aye; Jackson and Kregor voted nay. Motion passed.

9. Old Business: Bailey spoke with Joe Huberty of Engberg Anderson concerning having to modify the scope of our building project. Huberty felt that we could still bump out to the west on the main and lower levels and eliminate the plans to raise the roof on the north and south sides. There was spirited discussion of both the scope of the proposed project and the autonomy of the proposed foundation to oversee donations to the project.

10. Director's Report: The statistics for June showed a significant amount of red (decreases) in usage, but one error contributed to much of that because only 1/3 of children's attendance was reported. Bailey also gave updates on the new website, the roof project, our 4th of July parade entry, the Arts Festival tent, passport services, and the upcoming Friends of the Library Festival, among other things. Bidding began for the roof project on July 11, following the ABR approval of metal or asphalt shingles for the new roof. We get to choose the color.

11. Executive Session: There was none.

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

13. Adjournment: Schons moved and Kregor seconded a motion to adjourn; all voted aye. The meeting adjourned at 9:05 pm.

Respectfully Submitted,

Janie Jerch