

Lake Bluff Public Library
Board Library Trustees Meeting Minutes
Tuesday, June 19, 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 7:00 pm. Present were Trustees Scot Butler, Kate Jackson, Janie Jerch, Carl Schons, and Library Director Eric Bailey. Trustees Tim Kregor 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:** Jackson moved and Butler seconded a motion to approve the minutes of the May 15th meeting; all voted aye.
5. **May 2018 Financial Reports-Detailed Balance and Revenue/Expense (Yellow Pages):** Butler moved and Schons seconded a motion to accept the May Financial Reports; all voted aye.
6. **Approval of May Monthly Checks (Green Pages):** Butler moved and Jackson seconded a motion to accept the May checks (13540-13553, 13555-13586); all voted aye. Check # 13554 was voided.

7. Committee Reports:

(Committees that met)

- a. Building and Grounds (**CHAIR:** Schons, **MEMBERS:** Jerch, Meierhoff, and Stroh) Met twice officially and once unofficially to discuss roof replacement guidelines, materials, etc. The roofing project manager will meet with the Architectural Board of Review on July 10. Goals for FY18-19 were briefly discussed.
- b. Finance (**CHAIR:** Kregor, **MEMBER:** Butler) Met June 4; goals for FY18-19 were discussed.
- c. Human Resources (**CHAIR:** Butler, **MEMBERS:** Jerch and Meierhoff) Goals for Bailey for his next evaluation were discussed, including development of a succession plan for all Library positions. Also, the mid-year evaluation for the Director will be simplified to 2-3 questions.
- d. Long Range Planning (**CHAIR:** Jackson, **MEMBERS:** Kregor and Schons) New strategy was presented and a draft submitted for review.
- e. Outreach (**CHAIR:** Kregor, **MEMBER:** Jackson) A “non-meeting” meeting was held.

(Committees that did not meet)

- f. Bylaw and Policy (**CHAIR:** Stroh, **MEMBER:** Schons)
- g. Intergovernmental (**CHAIR:** Bailey, **MEMBERS:** Jerch and Stroh.)

8. New Business:

- a. Long Range Plan: Jackson gave a presentation of the proposed new Long Range Strategic Plan and also provided the other trustees with written copies of the Strategic Plan for 2019-2022, with the trustees asked to read over the document for discussion at the next board meeting. She noted that this is a working document that still needs staff input as well as input from the rest of the board. She also showed photos of the Winnetka Library’s Children’s Department as an example of a well-planned and welcoming space. Trustees are also tasked with reading the Patron Satisfaction Survey for 2018 before the next board meeting, in which Martha O’Hara will present her conclusions.
- b. Summary of Program Cost and Attendance: This document is provided yearly to the board. Questions arose

about how we should use this information to evaluate future programs, and whether we need more information or simply an executive summary.

c. Donation summary was clarified.

d. Resolution Adopting Prevailing Wage Ordinance: Butler moved and Schons seconded a motion to approve the Prevailing Wage Ordinance, Resolution No. 2018-04, and charge the Director with posting the Ordinance publicly; all voted aye.

e. Location of the Geese: First ask Mrs. Abel if she minds having the Geese installed near her late husband's memorial tree.

9. Old Business:

a. Fundraising and Building Project: The final report from TWB will be available to trustees tomorrow (6/20); Bailey will send trustees a copy by email and will also have hard copies available at the Library. The board will hold a special meeting at 1 pm on Thursday, June 21, to hear from Mr. Heintzelmann and Mr. Souhrada about their conclusions and have any questions answered.

10. **Director's Report:** Kudos to O'Hara for her excellent Patron Satisfaction Survey report. We discussed a more appropriate way for the Monthly Statistics report to be done. Friends of the Library will be purchasing "launch pads" to replace the desktops, which will free up some space. They also purchased a mobile Wi-Fi "hot spot" to allow access to the Library computer system from outside the Library, for instance, at the table we set up at the Farmers' Market. Finally, they expressed interest in contributing to our Halloween activities.

13. **Executive Sessions:** There were none.

14. **Any and all other business which may properly come before the Board:** Bailey said that the batteries on the AED are checked monthly, in answer to a question from Schons. Bailey also said that we would provide a list of nearby places to get passport photos taken for people seeking passports.

14. **Adjournment:** Butler moved and Schons seconded a motion to adjourn the meeting; all voted aye. The meeting was adjourned at 9:05 pm.

Respectfully Submitted,

Janie Jerch