

Lake Bluff Public Library
Board Library Trustees Meeting Minutes
Tuesday, March 20th, 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 7:07 pm. Present were Trustees Scot Butler, Janie Jerch, Tim Kregor, Carl Schons; also Library Director Eric Bailey, and Library Employee Martha O'Hara. Trustees Kathy Meierhoff and Kate Jackson were absent. Don Souhrada from TWB was also present.
2. **Additions & Corrections to the Agenda:** Added under New Business (item 8) was a discussion of procedures for Library Director evaluations.
3. **Opportunity for Public to Address the Board:** Mr. Souhrada gave a mid-term update of the feasibility study. TWB associates have completed 13 interviews and have 16 more scheduled; they hope to eventually have 35 interviews. Some of the key interviews may have to be scheduled at the very end of the interview timeline, resulting in the final report being delayed by 1 month.
4. **Approval of Minutes:** Kregor moved and Schons seconded a motion to accept the minutes of the Feb. 20, 2018 Board Meeting as written; all voted aye.
5. **February 2018 Financial Reports-Detailed Balance and Revenue/Expense (Yellow Pages):** Butler moved and Schons seconded a motion to accept the February Financial Reports; all voted aye.
6. **Approval of Checks (Green Pages):**
 - a. February Monthly Checks: Butler moved and Kregor seconded a motion to accept the February checks (13421-13437, 13439-13456); all voted aye. Check # 13438 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 March 9 to further discuss repair or replacement of the roof.
 - b. Human Resources (**CHAIR:** Butler, **MEMBERS:** Jerch and Meierhoff) Will meet tomorrow.
 - c. Intergovernmental (**CHAIR:** Bailey, **MEMBERS:** Jerch and Stroh) The annual meeting between the Village, the History Museum, and the Library was held to update each other on plans for the coming year and to review joint programs/collaborations held the previous year.
 - d. Outreach (**CHAIR:** Kregor, **MEMBER:** Jackson) Kregor reported that they discussed plans for FY 2018-2019.

(Committees that did not meet)

 - e. Bylaw and Policy (**CHAIR:** Stroh, **MEMBER:** Schons)
 - f. Finance (**CHAIR:** Kregor, **MEMBER:** Butler)
 - g. Long Range Planning (**CHAIR:** Jackson, **MEMBERS:** Kregor and Schons)
8. **New Business:**
 - a. The date for the April meeting was changed from the 17th to the 24th.
 - b. The discussion of plans for the roof took place during the committee reports.
 - c. Butler wanted to change the Director's Evaluation Procedure; he felt that the HR Committee should develop a recommendation and bring it to the board for comments before finalizing it, rather than asking the board for comments and then writing the report. The board agreed.

9. **Old Business:**

- a. Fundraising and Building Project: Mr. Souhrada spoke to this at the beginning of the meeting. He felt that there are funds available to be raised, but what remains to be seen is the scope of the project, that is, how many dollars we will realistically be seeking.

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

- a. The Phyllis Fox awards will be held on May 9.
- b. Eliza and Jake Jarvi welcomed their new little girl on March 13; mother and baby doing well.
- c. The stats for visits to the Library were significantly down last month, probably due to a bad flu season.

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:** Butler moved and Schons seconded a motion to adjourn the meeting; all voted aye. The meeting was adjourned at 8:33 pm.

Respectfully Submitted,

Janie Jerch