

Lake Bluff Public Library
Board Library Trustees Meeting Minutes
Tuesday, May 15, 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, Tim Kregor, Carl Schons, Cal Stroh; also Library Director Eric Bailey, and Library Employee Martha O'Hara.
2. **Additions & Corrections to the Agenda:** There were none.
3. **Election of Secretary Pro Tempore:** Jerch nominated herself. Butler moved and Stroh seconded the nomination; all voted aye.
4. **Election of Board Officers and Selection of Committee Members:** Board members chose to stay in present positions with the exception of Meierhoff being taken off the Human Resources Committee (noting that the President is a *de facto* member of all committees). Butler moved and Stroh seconded a motion to elect Board members to stated positions; all voted aye.
5. **Opportunity for Public to Address the Board:** None present.
6. **Approval of Minutes:** Stroh moved and Butler seconded a motion to approve the minutes of the April 24th meeting; all voted aye.
7. **April 2018 Financial Reports-Detailed Balance and Revenue/Expense (Yellow Pages):** Bailey noted that we still have about \$8000.00 to come from the Village as reimbursement for work done on the Wood Building, and even without that, the FY2017-2018 ended on April 30 with a balance well under what was budgeted. Stroh moved and Schons seconded a motion to accept the April Financial Reports; all voted aye.
8. **Approval of Checks (Green Pages):**
 - a. April Monthly Checks: Stroh moved and Butler seconded a motion to accept the April checks (134599-13503, 13505-13533); all voted aye. Check # 13504 was voided. Bailey noted that the software is programmed to void one check each month between the manual checks and the regular board packet checks, so there will always be one voided check monthly; also that there was a check to Winston Electric for repair of the outside lights in the bollards.
9. **Committee Reports:**

(Committees that met)

 - a. Finance (**CHAIR:** Kregor, **MEMBER:** Butler) Kregor reported meeting to discuss how to optimize our relationship with Lake Forest Bank and Trust.

(Committees that did not meet)

 - b. Building and Grounds (**CHAIR:** Schons, **MEMBERS:** Jerch, Meierhoff, and Stroh)
 - c. Bylaw and Policy (**CHAIR:** Stroh, **MEMBER:** Schons)
 - d. Human Resources (**CHAIR:** Butler, **MEMBERS:** Jerch and Meierhoff) Did not meet, but Meierhoff reported that Bailey's review was completed, and that the committee is considering either eliminating or streamlining the Director's mid-year review.
 - e. Intergovernmental (**CHAIR:** Bailey, **MEMBERS:** Jerch and Stroh.)

- f. Long Range Planning (**CHAIR:** Jackson, **MEMBERS:** Kregor and Schons) Did not meet, but Jackson reported that a meeting was being planned to discuss survey results.
- g. Outreach (**CHAIR:** Kregor, **MEMBER:** Jackson)

10. New Business:

- a. Passport Action Plan: Bailey reported that we hope to be able to begin issuing passports by July 2. We discussed ideas for how to publicize this new service to the community.

11. Old Business:

- a. Fundraising and Building Project: There will be a special meeting of the Board, date TBD, that will be held in early June to go over the results of the Feasibility Study, since some important interviews are scheduled for the end of May.
- b. The Village newsletter now lists all upcoming Library programs.

12. Director's Report:

- a. The 2017 Per Capita Grant check finally arrived, in the amount of \$4442.79. We will also be awarded a grant for 2018 in the amount of \$7152.50 to help with our trending titles and e-book collections.
- b. Bailey and staff are working on the above-mentioned collections and programming possibilities.
- c. The RFP's for the roofing work will go out soon and we hope to get bids in June.
- d. FY2016-2017 was the busiest year on record, and FY2017-2018 was the second busiest in terms of Library usage. This explains part of the reason for all the decreased numbers (shown in red) on this month's statistics. Butler suggested that Bailey check with other area libraries to see if their trends are similar.

13. Executive Sessions: There were none.

14. Any and all other business which may properly come before the Board: The Library will staff a booth for children's activities at the upcoming Art Fair. We are planning to be part of the Lake Bluff 4th of July parade. We will have a table at every Farmer's Market this summer, from 9-10 am, for remote checkout and remote card registration.

14. Adjournment: Stroh moved and Butler seconded a motion to adjourn the meeting; all voted aye. The meeting was adjourned at 8:03 pm.

Respectfully Submitted,

Janie Jerch