

Lake Bluff Public Library
Board Library Trustees Meeting Minutes
Tuesday, November 13, 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 7:02 pm. Present were Trustees Scot Butler, Janie Jerch, Tim Kregor, Library Director Eric Bailey, Library Employee Martha O'Hara, and Village of Lake Bluff employees Bettina O'Connell and Marlene Scheibl. Trustees Kate Jackson, Carl Schons, and Cal Stroh were absent.
2. **Additions & Corrections to the Agenda:** Discussion of the proposed RIO Zoning District and Regulations added to New Business.
3. **Discussion of FY 19-20 Levy and FY 17-18 Auditors' Report (CAFR) with Bettina O'Connell and Marlene Scheibl from the Village of Lake Bluff:** Scheibl noted that the Village has worked more directly with the Library than in the past and that has simplified the gathering of data for this report, and that Sikich LLP gave a rating of "clean," which is the highest rating. After O'Connell and Schiebl gave explanations of the structure of the report and answered several questions, Butler moved and Kregor seconded a motion to accept the Auditors' Report as presented; all voted aye.
4. **Opportunity for Public to Address the Board:** No others present.
5. **Approval of Minutes:** Butler moved and Kregor seconded a motion to accept the minutes of the October 16, 2018 meeting as written; all voted aye. Bailey noted a correction to the minutes of the November 2nd, 2018 special meeting. In item 3, the last sentence, the tax levy amount should read \$964,117 instead of \$944,117. Butler moved and Kregor seconded a motion to accept the Nov. 2nd minutes as amended; all voted aye.
6. **October 2018 Financial Reports:** Bailey noted that by next month's meeting, we will have a final number for the roof repair work. Butler moved and Kregor seconded a motion to accept the Detailed Revenue & Expense Report and the Detailed Balance Sheet; all voted aye.
7. **Approval of Checks:** Butler moved and Kregor seconded a motion to approve the October monthly checks numbered 13743-13749, 13751-13772; all voted aye.
8. **Committee Reports:**
 - (Met)** None met since the Nov. 2 meeting. However, President Meierhoff requested that the committee chairpersons check in with Bailey before the next meeting to report future plans.
 - (Did Not Meet)**
 - a. Finance (Chair: Kregor. Member: Butler.)
 - b. Building and Grounds (Chair: Schons. Members: Jerch, Meierhoff, and Stroh.)
 - c. Bylaw and Policy Committee (Chair: Stroh. Member: Schons.)
 - d. Human Resources (Chair: Butler. Members: Jerch and Meierhoff.)
 - e. Intergovernmental (Chair: Bailey. Members: Jerch and Stroh.)
 - f. Long Range Planning (Chair: Jackson. Members: Kregor and Schons.)
 - g. Outreach (Chair: Kregor. Member: Jackson.)
9. **New Business:**
 - a. Website contract: The low bidder for the construction of the new website also happens to be a local woman, Nicki Snoblin, of NextWord Communications. Butler moved and Kregor seconded a motion to accept the contract with NextWord in the amount \$8,325.00; all voted aye.
 - b. Holiday Luncheon: Bailey suggested that the annual Holiday Luncheon be held on Thursday, December 13, from 12:30-1:30 pm. It will be so.

c. Discussion of the proposed RIO (Institutional) Zoning District and Regulations: Bailey shared with the Trustees a letter from Drew Irvin of the Village of Lake Bluff outlining the proposal and announcing that the PCZBA will hold a public hearing in early December concerning its adoption. Bailey said that he thinks it is a win for all involved, since it will result in streamlined processes for development proposals of public buildings, particularly when minor changes need to be made.

10. Old Business: Nothing to report.

11. Director's Report:

- a. Follett's has recently purchased Baker & Taylor, who supply a significant number of our books and are a growing presence in offering databases. Todd Litzsinger and other reps from Follett/Baker & Taylor made a presentation to the Library Staff about their products and services, and may be providing our Library with "pop-up libraries" that can provide access to our digital collections at strategic locations around the community.
- b. Bailey reported that the Village of Lake Bluff did not accept the offer of the City of Lake Forest to combine our Fire & Safety services.
- c. Bailey's presentation to the Village Board concerning our proposed Tax Levy for FY 19-20 went well, and that the Village offered planning assistance for future budgets.
- d. Bailey noted the new stats included breakout of numbers by borrower type, and that this information can be used to help manage our collection.

12. Executive Session: There was none.

13. Any and All Other Business which may properly come before the Board: Bailey will start a list of Friends of the Library meetings for 2019 so that Trustees can sign up to attend.

13. Adjournment: Butler moved and Kregor seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:20 pm.

Respectfully Submitted,

Janie Jerch