

Lake Bluff Public Library
Board Library Trustees Meeting Minutes
Tuesday, October 16th, 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, Kate Jackson, Janie Jerch, Tim Kregor, Carl Schons, Cal Stroh and Library Director Eric Bailey, Library Employees Martha O'Hara and Eliza Jarvi.
2. **Additions & Corrections to the Agenda:** None.
3. **Opportunity for Public to Address the Board:** None present.
4. **Approval of Minutes:** Stroh moved and Schons seconded a motion to accept the minutes of the September 18th, 2018 meeting as written; all voted aye.
5. **September 2018 Financial Reports:** Bailey noted that 97.6% of expected tax revenues have been received, that interest earnings have been above what was expected, that the percentage of the yearly budget expended is on track, but that we will soon be receiving a big invoice for the roof work. Butler moved, and Stroh seconded, a motion to accept the Detailed Revenue & Expense Report and the Detailed Balance Sheet; all voted aye.
6. **Approval of Checks:** Stroh moved, and Butler seconded, a motion to approve the September monthly checks numbered 13711-13718, 13720-13742; all voted aye.
7. **Committee Reports:**
 - (Met)
 - a. Finance (Chair: Kregor. Member: Butler.) The committee discussed the tax levy and is considering raising the levy to renew reserve funds after paying for the new roof and other related repairs. They will be consulting the Village and plan to make a recommendation to the Library Board at the November meeting.
 - (Did Not Meet)
 - 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.)
8. **New Business:**
 - a. Tax levy for FY2019-2020: Done earlier in meeting.
 - b. Alcohol policy: Glen Cole suggested some additions to the alcohol policy that clarified some points, and his suggestions were included in the Alcohol Policy. Jackson moved, and Schons seconded, a motion that the changes to the Alcohol Policy be approved as drafted; all voted aye.
 - c. The list of Library closings for the Calendar Year 2019 was briefly discussed, particularly that our closing dates are in line with the majority of local libraries. Butler moved, and Stroh seconded, a motion to accept the proposed list of Library closings ; all voted aye.
 - d. The list of Board Meetings for Calendar Year 2019 was considered. Stroh moved, and Butler seconded, a motion to accept the proposed Library Board meeting dates; all voted aye.
 - e. The current Library website is at least 10 years old and we have sent out RFP's for the design of a new website. We will wait one more month to consider the proposals after the Finance Committee reviews them.

- 9. Old Business:** Not much to report, but that the Foundation has met a couple of times and has a positive outlook for future endeavors.
- 10. Director's Report:** The high points were that Jillian Chapman has been hired as our new Outreach director, along with Alicia Streightiff and Lauren Moody as Youth Service assistants. The roof work has commenced, and the Book Bike has been delivered. Future events include the Mini-Golf event that will be sponsored by the Friends of the Library, and partnering with the Lake Forest Library, among other local organizations, for a community-wide book read of *The Death and Life of the Great Lakes* that will culminate in a visit from its author, Dan Egan.
- 11. Executive Session:** There was none.
- 12. Any and All Other Business which may properly come before the Board:** There was none.
- 13. Adjournment:** Stroh moved and Jackson seconded a motion to adjourn; all voted aye. The meeting adjourned at 7:59 pm.

Respectfully Submitted,

Janie Jerch