

Lake Bluff Public Library
Board Library Trustees Meeting Minutes
Tuesday, September 18th, 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 Kate Jackson, Tim Kregor, Carl Schons, and Cal Stroh. Library Director Eric Bailey, and Library Employee Martha O'Hara were also present. Also present was Sean Kelly, Roof Project Manager from Enbgerg Anderson. Trustees Janie Jerch and Scot Butler were absent.
- 2. Additions & Corrections to the Agenda:** We moved item 8a, contract for roof work, to #3 so that Mr. Kelly would not have to wait.
- 3. Contract for Roof Work:** Bailey reviewed that at the August 14th, 2018 Board meeting, the Board voted not to accept any of the bids received for roof work. That it was decided instead to rebid the project as two (2) simplified bids, one (1) for roof work and the other for the masonry portion of the project. We were successful in attracting more bidders, with only a single instance of significant errors in a bid. Bidding closed on September 5th, 2018, and Shaun Kelly of Engberg Anderson checked references and ensured that bids had been properly submitted. Mr. Kelly stated that the apparent low bidder for the roof project, Midwest Services and Development, had made significant errors in preparing their bid and had asked that their bid be withdrawn. This made Weatherguard Roofing the low responsible bidder for the roof project and Grove Masonry the low responsible bidder for masonry work. The bid information, references, and work history of both were good, and Mr. Kelly recommended that these bids be accepted with an allowance for a 10% contingency for each project. **Schons moved and Stroh seconded that the request for withdrawal of bid by Midwest Services and Development be accepted, that the bid for roof work from Weatherguard Roofing for \$238,900 (plus a contingency of \$23,900) be approved, and that the bid for masonry work for Grove Masonry for \$44,000 (plus a contingency of \$4,400) be approved. AYES: All.**
- 4. Opportunity for Public to Address the Board:** None present.
- 5. Approval of Minutes:** Stroh moved and Schons seconded a motion to accept the minutes of the August 14th, 2018 meeting as written. AYES: All.
- 6. August 2018 Financial Reports:** Bailey mentioned that passport revenue is now over \$1,000 for August and September. Bailey also noted that interest earnings continue to be strong, and that a cancelled program had led to a negative balance for the Adult Programming budget line for August. Per Capita Grant funds for FY2018-2019 have arrived, and the last big lump of property tax revenue will be arriving on October and November. At 34% of the budget expended 33% of the way through the FY, we are on course with regular expenses. **Stroh moved and Jackson seconded that the financial reports be accepted. AYES: All.**
- 7. Approval of Checks:** Bailey noted that there were checks for \$276 for Dorma for repair of an automatic door, and that the payment for Engberg Anderson for rebid services was also shown. The annual Village payment for \$8,558.22 for exterior building maintenance for FY17-18 was reflected in the checks. **Stroh moved and Schons seconded a motion to approve the August monthly checks numbered 13666, 13668-13379, 13681-13709). AYES: All.**
- 8. Committee Reports:**
(Met)
 - a. Building and Grounds (Chair: Schons. Members: Jerch, Meierhoff, and Stroh.) Schons reported that the meeting earlier in the day was about the roof project; discussion and recommendations were covered already. (Did Not Meet)

b. Long Range Planning (Chair: Jackson. Members: Kregor and Schons.) Input from Trustees has been received, and Bailey is working on a second draft of the Long Range Plan. This will go before the Long Range Planning Committee and Staff before presentation to the Board. Ideally at the October Board Meeting.

(No Report)

c. Bylaw and Policy Committee (Chair: Stroh. Member: Schons.)

d. Finance (Chair: Kregor. Member: Butler.)

e. Human Resources (Chair: Butler. Members: Jerch and Meierhoff.)

f. Intergovernmental (Chair: Bailey. Members: Jerch and Stroh.)

g. Outreach (Chair: Kregor. Member: Jackson.)

9. New Business:

a. Rebid for Roof and Masonry Work:

Done earlier in meeting.

b. Alcohol Policy:

Bailey stated that in certain instances (such as a fundraiser or a cultural event) it may be desirable for the Library to have alcohol served. Per Illinois State Law, a Board approved policy that covers some specific questions is required. Bailey stated that the policy would be of help over the next month, and would follow up with the Village and with the Library's attorney and report back at the next Board meeting. **Stroh moved and Schons seconded that the policy be approved pending feedback from the Village and from legal counsel, with a report to be made at the October Board meeting. AYES: All.**

c. Vote of Thanks to Gloria Newton:

Bailey stated that prior to her retirement in July of 2018, Gloria had been a key member of the Library staff since 2007. A resolution of thanks for her years of service was read. **Stroh moved and Jackson seconded that the proposed resolution of thanks to former staff member Gloria Newton be approved. AYES: All.**

d. Statistical Comparison:

Bailey provided a summary of circulation and visits for the past 5 years at the Lake Bluff Public Library versus the last 5 years at 26 area libraries. Circulation trends at LBPL are similar to those seen elsewhere. Bailey emphasized that staff members are always working to maximize the usefulness of the Library's collections, regardless of trends.

e. Discussion of Intergovernmental Agreements:

A letter from a community member was received regarding the Intergovernmental Agreements with School Districts 65 and 115. There was no discussion.

10. Old Business:

a. Fundraising and Building Project

Bailey stated that the Foundation had been formed and that submission to the IRS for tax exempt status was pending.

11. Director's Report:

Intergovernmental Agreements with D65 and D115 have been approved by the Boards at both school districts. Ghost Walk planning is under way, and the 'My Cat From Heaven' segment filmed at the Library earlier this year will air sometime this fall on Animal Planet. Levy information will be received soon from Bettina O'Connell, Village Finance Director, and the discussion of the levy amount for next year will begin. 'Putting Through the Pages' will be a big fall festival sponsored by the Friends; Martha O'Hara invited Board members to participate as volunteers.

12. Executive Session: There was none.

13. Any and All Other Business which may properly come before the Board: There was none.

14. Adjournment: Schons moved and Stroh seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:11 pm.

Respectfully Submitted,

Eric Scott Bailey