

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, April 16th, 2019 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 6:56 pm. Present were Trustees Scot Butler, Kate Jackson, Janie Jerch, Carl Schons, Cal Stroh, Library Director Eric Bailey, Library Employees Martha O'Hara, Eliza Jarvi, Katie McLain Horner, and Jillian Chapman, as well as trustee-elect Jon Heintzelman.
2. **Additions & Corrections to the Agenda:** None
3. **New Staff Member Katie McLain Horner:** Board members introduced themselves. Horner was enthusiastic about how happy she is to be working at the Lake Bluff Library, to everyone's delight.
4. **Opportunity for Public to Address the Board:** Jarvi encouraged everyone to attend the Phyllis Fox awards ceremony on April 17 at Lake Bluff Elementary School.
5. **Approval of Minutes:** Bailey pointed out that Tim Kregor's name should be stricken from the various committees. Also, in item 9b, it is Kregor's vacancy, not Schons'. Butler moved and Schons seconded a motion to approve the amended minutes of the March 19th, 2019 Board meeting; all voted aye.
6. **February 2019 Financial Reports:** Bailey noted that we are in a good position for the approaching end of the fiscal year. Stroh moved and Butler 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 Jackson seconded a motion to approve the March monthly checks numbered 13915-13922, 13924-13946; all voted aye.
8. **Committee Reports:**
 - (Met)
 - a. **Finance** (Chair: Butler. Member: None.) The contract for the LAN maintenance was reviewed. We will bid it out to other service providers when it next comes up for renewal in 2021. Butler moved, and Stroh seconded, a motion to accept the contract from Computer View Inc. totaling \$13,040 for two years of Local Area Network (LAN) management service. All voted aye.
 - (Did Not Meet)
 - b. **Building and Grounds** (Chair: Schons. Members: Jerch, Meierhoff, and Stroh.)
 - c. **Human Resources** (Chair: Butler. Members: Jerch and Meierhoff.)
 - d. **Bylaw and Policy** (Chair: Stroh. Member: Schons.)
 - e. **Intergovernmental** (Chair: Bailey. Members: Jerch and Stroh.)
 - f. **Long Range Planning** (Chair: Jackson. Members: Kregor and Schons.)
 - g. **Outreach** (Chair: Jackson. Member: None.)
9. **New Business:**
 - a. Butler moved and Stroh seconded a motion to approve a Resolution of Thanks to Tim Kregor for his six and one half years of service to the Village of Lake Bluff as a Library Trustee. All voted aye.
 - b. Butler moved and Jackson seconded a motion to approve a Resolution of Thanks to Carl Schons for his six years of service to the Village of Lake Bluff as a Library Trustee. All voted aye.

- c. A potential Development Coordinator Position, to be a part-time Library Staff member whose wages would be paid by the Lake Bluff Library with cost to be reimbursed by the Lake Bluff Public Library Foundation, was discussed. Butler moved and Stroh seconded a motion to accept the agreement for reimbursement between the Lake Bluff Public Library and the Lake Bluff Public Library Foundation for reimbursement of the costs associated with the employment of a part-time employee. All voted aye except for Jackson, who voted no.
- d. Contract for LAN maintenance was discussed during Committee reports.

10. Old Business:

There has been only one application for the opening on the Board of Trustees. The deadline for submitting applications has been extended in an effort to get more applicants.

- 11. Director's Report:** Bailey reminded us that the Phyllis Fox Memorial Writing and Bookmark Contest Award Ceremony is tomorrow, April 17, at the Lake Bluff East Elementary School, and that award-winning author Rebecca Makkai will be present to say a few words and assist in handing out awards. Ms. Makkai was herself a winner of the awards as a child growing up in Lake Bluff. Bailey also noted that the Lake Bluff Library had the cover of the March 25th issue of the Lake Forest Leader with a photo of Margaret Abel at the gardening presentation earlier that month.

- 12. Executive Session:** There was none.

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

- 13. Adjournment:** Stroh moved and Butler seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:02 pm.

Respectfully Submitted,

Janie Jerch