

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, August 20, 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 7:06 pm. Present were Trustees Scot Butler, Bill Hayes, Jon Heintzelman, Kate Jackson, Janie Jerch, Cal Stroh, Library Director Eric Bailey, and Library Employees Jillian Chapman, Eliza Jarvi, and Katie Horner.
2. **Additions & Corrections to the Agenda:** None
3. **Opportunity for Public to Address the Board:** No one came forward.
4. **Approval of Minutes:** Meierhoff suggested that the phrase "... which was extensive" be stricken from item 8b in the minutes from the July 16th, 2019 meeting minutes due to its ambiguity. Jackson moved and Butler seconded a motion to approve the minutes of July 16, 2019 as amended; all voted aye.
5. **June 2019 Financial Reports:** Butler moved and Stroh seconded a motion to accept the July 2019 Detailed Revenue & Expense Report and Detailed Balance Sheet; all voted aye.
6. **Approval of Checks:** Butler moved and Stroh seconded a motion to approve the July monthly checks numbered 14070, 14072-14107; all voted aye.
7. **Committee Reports:**
 - (Met)
 - a. **Building and Grounds** (Chair: Jerch. Members: Meierhoff and Stroh.) Jerch reported that the committee has convened twice to share ideas with Joe Huberty and Sarah Ponto of Engberg Anderson.
 - b. **Finance** (Chair: Butler. Members: Hayes and Meierhoff.) Finance met jointly with HR at 6:15, right before the regularly scheduled meeting, to finalize the Library Director's annual review, which is now complete. Bill Hayes has agreed to take on the Chair position of the Finance Committee.
 - c. **Human Resources** (Chair: Butler. Members: Heintzelman and Jerch.) (See above) Butler stated that this committee is going back to the old way of evaluating the Director's performance, i.e. soliciting trustees' input, in an effort to get the review completed in a more timely manner. He also stated that this committee still needs to meet to establish goals for the current FY 19-20.
 - (Did Not Meet)
 - d. **Long Range Planning** (Chair: Heintzelman. Members: Hayes and Jackson.) Bailey is working on setting up a meeting.
 - e. **Outreach / Community Engagement** (Chair: Jackson. Member: Jerch.) Jackson reported that goals are in progress. Butler stated that he attended the last Friends of the Library meeting, and that they were appreciative of the Resolution of Thanks.
 - f. **Intergovernmental** (Chair: Bailey. Members: Jackson and Stroh.)
 - g. **Bylaw and Policy** (Stroh and Heintzelman.)
8. **New Business:**
 - a. Butler moved and Meierhoff seconded a motion that the Resolution of Thanks to the Lake Bluff Garden Club be approved in recognition of their underwriting the expense of moving the geese sculpture; all voted aye.
 - b. Bailey requested that Trustees respond to Doodle Polls for upcoming committee meetings within 48 hours to facilitate scheduling meetings, and he also agreed to send out a weekly email of the coming week's meetings.
 - c. Butler moved and Stroh seconded a motion to approve the Intergovernmental Agreement with District 65 to provide Library services to students residing in unincorporated Lake Bluff and attending D65 schools; all voted aye.

d. Butler moved and Jackson seconded a motion to approve the Intergovernmental Agreement with District 115 to provide Library services to students residing in unincorporated Lake Bluff and attending D115 schools; all voted aye.

9. Old Business:

a. **Update on Fundraising:** Heintzelman, Meierhoff, and Bailey all met with Mr. Robert Feinberg of Highwood, who has applied to be the Library Foundation's Director of Development. He is recently semi-retired, and a very strong candidate.

10. Director's Report Highlights:

- The Block Party is this Saturday evening beginning at 5 pm; Library staff will be there selling raffle tickets for a variety of prizes. Proceeds will benefit the Library.
- Trivia Night at Bernie's Book Bank is going to be Nov. 16; tickets will be \$55 each, which will include dinner and a drink; teams of 8 people should register together. This is also a fundraiser for the Library.
- Activities at the Library have been mentioned and/or photographed in 7 articles in the past month, so we have been getting great local press!
- We received a gift of a Little Free Library, and hope to install it in a park somewhere in the community.
- We hope to get some STEAM boxes soon for the Children's Activity Area.

11. Executive Session: Jackson moved, and Hayes seconded a motion to enter into Executive Session, which began at 8:13 pm; all voted aye. Motion to adjourn the Executive Session was made by Butler and seconded by Jerch; all voted aye. Executive Session adjourned at 8:18 pm.

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

13. Adjournment: Jackson moved and Butler seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:19 pm.

Respectfully Submitted,

Janie Jerch