

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting Minutes**  
**Tuesday, December 10th, 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 7:03 pm. Present were Trustees Bill Hayes, Jon Heintzelman, Kate Jackson, and Janie Jerch. Cal Stroh and Scot Butler were absent. Library Director Eric Bailey, and Library Employees Katie Horner and Eliza Jarvi, and Marlene Scheibl from the Village of Lake Bluff were also present.
2. **Additions & Corrections to the Agenda:** Item 3 was moved to Item 2 to accommodate Ms. Scheibl.
3. **Discussion of Audit with Ms. Scheibl:** Scheibl said that the Sikich company, who prepared the audit, has done our audits since 2009 and that the process went smoothly, especially since the auditors worked directly with Bailey rather than going through the Village. She then walked us through the highlights of the report. Heintzelman moved and Jackson seconded the motion to accept the Annual Report as prepared by Sikich for the FY ending April 30, 2019 and all voted aye.
4. **Opportunity for Public to Address the Board:** None came forward.
5. **Approval of Minutes:** Jackson moved and Heintzelman seconded a motion to approve the minutes of November 12<sup>th</sup>, 2019; all voted aye.
6. **November 2019 Financial Reports:** Bailey noted that there were no big projects or expenses this month, and that with 60.44% of our budget expended, we are right on track, and also that 98.3% of our property tax revenue has come in. Hayes moved and Heintzelman seconded a motion to approve the November 2019 Detailed Balance and Revenue/Expense Report; all voted aye.
7. **Approval of November 2019 Checks:** Heintzelman moved and Jackson seconded a motion to approve the November monthly checks numbered 14213-14220, 14222-14250; all voted aye.
8. **Committee Reports:**
  - (Met)
    - a. **Intergovernmental** (Chair: Bailey. Members: Jackson and Stroh.) Two topics of discussion at the Nov. 18<sup>th</sup> meeting were the proposed work on the roof of the Wood Building and the planting of a Trail Tree. A long-term solution to the persistent leaking caused by a design flaw on the roof of the Wood Building will need to go through the PCZBA because it will cause a slight change in the appearance of the building, according to Mike Croak and Jeff Hansen from the VLB. As for the Trail Tree, Cathy McKechny of the History Museum suggested that it be planted on North Avenue, near the site of one of the original Trail Trees. Bailey said that he will reach out to Jake Terlap, VLB forestry guru.
    - (Did Not Meet)
    - b. **Building and Grounds** (Chair: Jerch. Members: Meierhoff and Stroh.)
    - c. **Finance** (Chair: Hayes. Members: Butler and Meierhoff.)
    - d. **Human Resources** (Chair: Butler. Members: Heintzelman and Jerch)
    - e. **Long Range Planning** (Chair: Heintzelman. Members: Hayes and Jackson.)
    - f. **Outreach / Community Engagement** (Chair: Jackson. Member: Jerch.)
9. **New Business:**
  - a. Friends of the Library Meetings for Calendar Year 2020: Trustees signed up to attend meetings scheduled through June; later meetings will be considered as we progress through 2020.
  - b. Draft of Potential New Policy on Computer Usage: There was a robust discussion of how patrons can check out the new laptops; we made suggestions to the proposal with the intent for approval next month.

c. Per Capita Grant Application: Bailey stated that the application is due on or before Jan. 15, 2020 and requires materials to be brought before the Trustees. There was a fruitful discussion about safety issues, etc.

**10. Old Business:**

a. Capital Project Update: Kathy Siebert, newly hired General Development Coordinator for the Library Foundation, has been working hard to upload data from our various sources into the fund-raising management program, Little Green Light, so that all pertinent info will be in one easily accessible data base. Both Siebert and the program have been working out well. Also, both the artistic renderings and the donations schedule (for those wanting to sponsor specific purchases) for the planned renovation are complete.

**11. Director's Report Highlights:**

- Trivia Night was a huge success, and we netted approx. \$7,300 for the evening. Kudos all around and especially to Jillian Chapman, Katie Horner, Martha O'Hara, Anna Fifhouse, Kathi Siebert, Eliza Jarvi, Eileen Laack, and Kathy Meierhoff.
- The Library is helping Gorton Center with their "Fill a Heart for Kids" holiday campaign for the first time this year, with gift wishes as ornaments on a "tree", aka a column near the upstairs circulation desk, that donors can take to fulfill those wishes.
- Mr. and Mrs. Eric Bailey are expecting another baby! Heartiest Congratulations!

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

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

**14. Adjournment:** Heintzelman moved and Jackson seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:47 pm.

Respectfully Submitted,

Janie Jerch