

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, February 19th, 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 Scot Butler, Kate Jackson, Janie Jerch, Tim Kregor, Cal Stroh, Library Director Eric Bailey, Library Employees Martha O'Hara and Jillian Chapman. Carl Schons was absent.
2. **Additions & Corrections to the Agenda:** None
3. **Opportunity for Public to Address the Board:** None.
4. **Approval of Minutes:** Butler moved and Stroh seconded a motion to approve the minutes of the January 15th, 2019 Board meeting; all voted aye.
5. **January 2019 Financial Reports:** Bailey noted the property tax revenue has all been received and that revenue from passports has been strong. Stroh moved and Butler seconded a motion to accept the Detailed Revenue & Expense Report and the Detailed Balance Sheet; all voted aye.
6. **Approval of Checks:** Butler moved and Stroh seconded a motion to approve the December monthly checks numbered 13847-13852, 13854-13877; all voted aye.
7. **Committee Reports:**
 - a. **Building and Grounds** (Chair: Schons. Members: Jerch, Meierhoff, and Stroh.) Bailey reported that the B&G committee discussed prioritizing three projects to improve the library. Renovation of the main desk, renovation of the adult computer room, and improvement of the children's area were pinpointed as meaningful improvements that would be visible to the public.
 - b. **Finance** (Chair: Kregor. Member: Butler.) Kregor said that the budget is still under consideration and that it should be finalized by the March meeting.
 - c. **Human Resources** (Chair: Butler. Members: Jerch and Meierhoff.) Butler noted that there has been an increase in staff turnover in the past 14 months; employees have resigned for a variety of reasons. He also noted that our salaries are lower than those at surrounding libraries and that we need to be aware of this. Jackson suggested that exit interviews be done by members of the HR committee in addition to those done by Bailey.
(Did not meet)
 - 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: Kregor. Member: Jackson.)
8. **New Business:**
 - a. Draft Budget for FY2018-2019: This was discussed during the Finance Committee report.
9. **Old Business:**
 - a. Revised Checkout Policy: The decision was made not to offer automatic renewals, and to delay the implementation of the new Checkout Policy until May 1, the beginning of the new fiscal year. Jerch moved and Stroh seconded a motion to approve the corrected version of the policy as written on addendum 9A; all voted aye.
 - b. Fundraising and Building Project: There was nothing new to report.

10. Director's Report: Bailey has hired Katie McLain to replace Lilliana LaValle; she will start within the next two weeks. He also noted that we have new book bags to check out and lots of new programs on our calendar. One of our paid databases crashed, but since it had not been used much recently, we did not restore it. It was noted that though we were closed, other area libraries were open on Martin Luther King Day and President's Day. Should we be open, and perhaps offer some children's programs? Also, what can we be doing with our usage stats, besides looking at them to see what's gone up or down? Can we use them in a more proactive way?

11. Executive Session: There was none.

12. Any and All Other Business which may properly come before the Board: None.

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

Respectfully Submitted,

Janie Jerch