

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, January 15th, 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 Scot Butler, Kate Jackson, Janie Jerch, Tim Kregor, Carl Schons, Cal Stroh, Library Director Eric Bailey, Library Employees Martha O'Hara, Eliza Jarvi, and Jillian Chapman.
2. **Additions & Corrections to the Agenda:** None
3. **Opportunity for Public to Address the Board:** Neil Gilbert from the Lake Forest Leader introduced himself and said that he would be covering future Board meetings.
4. **Approval of Minutes:** Stroh moved and Butler seconded a motion to approve the minutes of the December 11th, 2018 Board meeting; all voted aye.
5. **December 2018 Financial Reports:** Bailey noted that we are at 67% of the budget expended for FY18-19, which is on track as we are 8 months into the fiscal year. Butler moved and Jackson seconded a motion to accept the Detailed Revenue & Expense Report and the Detailed Balance Sheet; all voted aye.
6. **Approval of Checks:** Stroh moved and Butler seconded a motion to approve the December monthly checks numbered 13814-13823, 13825-13846; all voted aye.
7. **Committee Reports:**
 - a. **Bylaw and Policy** (Chair: Stroh. Member: Schons.) Schons reported that this group met just prior to tonight's board meeting to discuss how some local libraries are eliminating late fees. They decided to leave the policy as it stands for the time being.
 - b. **Finance** (Chair: Kregor. Member: Butler.) Kregor said that the committee reviewed the budget for the next fiscal year and that the proposed budget would be voted upon at the February meeting.
 - c. **Intergovernmental** (Chair: Bailey. Members: Jerch and Stroh.) Bailey reported that we are in the process of finalizing the loan of our cigar store Native American statue to the History Museum, that the digitizing of all Library-related documents is nearly complete, that the Library is in need of a case in which to display the model of the old Library that is owned by the History Museum, and that a location to store the Library's new Book Bike is being discussed.
 - d. Long Range Planning (Chair: Jackson. Members: Kregor and Schons.) Final report is soon to come.
(Did Not Meet)
 - e. **Building and Grounds** (Chair: Schons. Members: Jerch, Meierhoff, and Stroh.)
 - f. **Human Resources** (Chair: Butler. Members: Jerch and Meierhoff.)
 - g. **Outreach** (Chair: Kregor. Member: Jackson.)
8. **New Business:**
 - a. Draft Budget for FY2018-2019: The Finance Committee has reviewed the proposed budget and the Board will vote on the budget at the February 2019 Board Meeting. Bailey asked for feedback from the Trustees prior to that meeting. Bailey also spoke about our sponsorship of upcoming Library Centennial activities. The Board requested monthly updates on fundraising activities.
 - b. The Intergovernmental Committee's Annual Report was distributed and briefly discussed. Jackson moved and Butler seconded a motion to accept the report; all voted aye.

c. Revised Checkout Policy: After doing a survey of other local libraries, many of which have more complicated policies than our current policy, Library Staff members agreed that simpler is better. Bailey outlined the proposed new policy. Stroh moved and Schons seconded that the Board approve the policy on revised loan periods, to go into effect on February 1, 2019; all voted aye.

9. Old Business: Meierhoff reported that the Foundation Board met, that we have an initial donor, and that our Centennial year will be a goodtime to kick off a campaign.

10. Director's Report:

- a. The Library/Brewery partnership continues with the introduction of Totally Booked 2: The Sequel, which will be available on January 18, 2019.
- b. The new website is under construction, with a launch date possibly as early as the end of January.
- c. Though we are still above average circulation numbers, we will look to Long Range Planning to make our Library even more available to our community.

11. Executive Session: There was none.

12. Any and All Other Business which may properly come before the Board: Local board elections will be held on April 3rd, which may be in the middle of spring break. This indicates a need for absentee ballots. It was suggested that Glen Cole publicize the issue with instructions as to how to obtain an absentee ballot.

13. Adjournment: Jackson moved and Butler seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:25 pm.

Respectfully Submitted,

Janie Jerch