

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting Minutes**  
**Tuesday, July 16, 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 7:02 pm. Present were Trustees Scot Butler, Kate Jackson, Janie Jerch, Jon Heintzelman, Library Director Eric Bailey, and Library Employee Jillian Chapman. Bill Hayes and Cal Stroh were absent.
2. **Additions & Corrections to the Agenda:** None
3. **Opportunity for Public to Address the Board:** Jillian Chapman stated that the Library hosted Park District Camp Kick-a-Howl kids last week.
4. **Approval of Minutes:** There were two mistakes noted in the minutes from last month; the date was wrong and item 3 listed the wrong committee, which should have been June 18<sup>th</sup> and Long Range Planning, respectively. Heintzelman moved and Jackson seconded a motion to approve the minutes of June 18, 2019 as amended; all voted aye.
5. **June 2019 Financial Reports:** Bailey stated that the property tax revenue we've received so far has been slightly lower than last year, mostly due to people pre-paying property taxes at that time due to changes in the income tax code. Jerch moved and Heintzelman seconded a motion to accept the June 2019 Detailed Revenue & Expense Report and Detailed Balance Sheet; all voted aye.
6. **Approval of Checks:** Butler moved and Jackson seconded a motion to approve the June monthly checks numbered 14030-14043, 14045-14069; all voted aye.
7. **Committee Reports:**
  - (Met)
    - a. **Building and Grounds** (Chair: Jerch. Members: Meierhoff and Stroh.) Jerch reported that the committee voted to recommend the expenditure of \$15,000 to Engberg Anderson to move forward with Phase 1 of the renovation project after the Finance committee agrees.
    - b. **Finance** (Chair: Butler. Members: Hayes and Meierhoff.) Butler stated that the Finance Committee had also discussed the expenditure mentioned above and voted to recommend moving forward with Engberg Anderson.
    - c. **Long Range Planning** (Chair: Heintzelman. Members: Hayes and Jackson.) Heintzelman reported that the Committee continues to work on the seven major goals and will present their results in August.
    - d. **Outreach / Community Engagement** (Chair: Jackson. Member: Jerch.) Jackson reported that they discussed what outreach encompasses and used their conclusions to create goals for FY 2019-2020.
  - (Did Not Meet)
    - e. **Human Resources** (Chair: Butler. Members: Heintzelman and Jerch.) Butler reported that Bailey's performance review meeting will take place on July 29.
    - f. **Intergovernmental** (Chair: Bailey. Members: Jackson and Stroh.)
    - g. **Bylaw and Policy** (Stroh and Heintzelman.)
8. **New Business:**
  - a. Butler moved and Heintzelman seconded a motion that the intergovernmental agreement between Reaching Across Illinois Library System (RAILS) and the Lake Bluff Public Library for participation in eRead Illinois be approved; all voted aye.
  - b. Bailey presented a summary of gifts received by the Library in FY 2018-2019.

c. Butler moved and Heintzelman seconded a motion to present a Resolution of Thanks to the Friends of the Lake Bluff Public Library for their significant contributions; all voted aye. Bailey will also write up a similar resolution to the Lake Bluff Garden Club for their contribution of funds to move the geese, and Chapman will create a poster to thank the community as a whole for a stellar year of giving.

**9. Old Business:**

a. **Architectural Design Contract:** Bailey reported that the Village of Lake Bluff is still considering giving \$15,000 to the Library to be used toward Phase 1 of the renovation project. He also said that he had conversed with Senator Julie Morrison and that the \$100,000 from the Department of Commerce and Economic Opportunity has been approved and the bill signed into law, but she is not sure when the funds will arrive. In order to move ahead with the project, Butler moved and Heintzelman seconded a motion that the contract for \$15,000 for architectural design services with Engberg Anderson be approved; all voted aye.

b. **Update on Fundraising:** The major fundraiser kick-off will be on Nov. 16 and is in the planning stage. Also, there will be a community-wide trivia event at Bernie's Book Bank, organized by O'Hara and Chapman.

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

- The Library won the Judges' Choice Award in the 4<sup>th</sup> of July parade.
- The Library book bike is a hit at the Farmers' Market.
- The Seed Library is also a big hit with patrons.
- The Block Party on Aug. 24<sup>th</sup> is coming up soon at the Lake Bluff Brewery, 5-11 pm. Each trustee is encouraged to send out at least 15 emails to other Lake Bluffers inviting them to the Block Party in an effort to boost attendance. Putting out yard signs was also suggested.

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

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

**13. Adjournment:** Heintzelman moved and Butler seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:10 pm.

Respectfully Submitted,

Janie Jerch