

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting Minutes**  
**Tuesday, June 18<sup>th</sup>, 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 7:05 pm. Present were Trustees Scot Butler, Kate Jackson, Janie Jerch, Bill Hayes, Jon Heintzelman, Library Director Eric Bailey, Library Employees Eliza Jarvi and Jillian Chapman. Cal Stroh was absent.
2. **Additions & Corrections to the Agenda:** None
3. **Oath of Office for Bill Hayes:** The Library Trustee Oath of Office was administered by Bailey and sworn by Hayes at the Long Range Planning Committee meeting earlier this evening, at 6 pm on June 18<sup>th</sup>, rendering this agenda item unnecessary.
4. **Opportunity for Public to Address the Board:** Jillian Chapman stated that representatives of the Library will be walking in the 4th of July Parade and that all board members are welcome to join.
5. **Approval of Minutes:** Butler moved and Heintzelman seconded a motion to approve the May 21<sup>st</sup>, 2019 Special Meeting minutes; all voted aye. Then Heintzelman moved and Jackson seconded a motion to approve the May 21<sup>st</sup>, 2019 Regular Meeting minutes; all voted aye.
6. **May 2019 Financial Reports:** Butler moved and Heintzelman seconded a motion to accept the May 2019 Detailed Revenue & Expense Report and Detailed Balance Sheet; all voted aye.
7. **Approval of Checks:** Butler moved and Heintzelman seconded a motion to approve the May monthly checks numbered 13980-13997, 13999-14029; all voted aye.
8. **Committee Reports:**
  - (Met)
    - a. **Building and Grounds** (Chair: Jerch. Members: Meierhoff and Stroh.) Jerch, forgetting that she is now committee chair, scrambled to report that the committee met to discuss the Engberg Anderson architectural design proposal and contract. Also, further discussion about the HVAC maintenance contract with Murphy and Miller took place. We concluded that both contracts needed to go to the Board for approval.
    - b. **Finance** (Chair: Butler. Members: Hayes and Meierhoff.) Butler stated that the Finance Committee had also discussed both contracts mentioned above and possibilities to fund them.
    - c. **Long Range Planning** (Chair: Heintzelman. Members: Hayes and Jackson.) Heintzelman reported that the Committee came up with seven (7) major goals for the next three years, and that they want to have one more meeting to refine these goals before bringing them to the Board in July or August.
  - (Did Not Meet)
    - d. **Human Resources** (Chair: Butler. Members: Heintzelman and Jerch.) Butler noted that Bailey's performance review would be finished well before the next meeting.
    - e. **Intergovernmental** (Chair: Bailey. Members: Jackson and Stroh.)
    - f. **Outreach / Community Engagement** (Chair: Jackson. Member: Jerch.)
    - g. **Bylaw and Policy** (Stroh and Heintzelman.)
9. **New Business:**
  - a. Bailey went over the Summary of Program Cost and Attendance for FY18-19, which Jarvi and Carter prepared at the end of the fiscal year. Notable were the lists of programs that worked and those that didn't. The conclusions drawn from the report will prove key to future programming decisions and planning.

**10. Old Business:**

a. **Architectural Design Contract:** We discussed the contract with Engberg Anderson for architectural design of the Youth Services, Adult Computer Room, and Circulation Desk remodeling that will be compatible with future expansion work. Butler moved and Heintzelman seconded a motion that the contract for \$15,000 with Engberg Anderson for architectural design services be accepted before July 16, 2019, contingent upon payment from (in order of desirability) either A) the Village of Lake Bluff pending discussions later this month, or B) a grant from the State of Illinois. All voted aye.

b. **HVAC Maintenance Contract:** After some discussion, and since our HVAC maintenance costs appear to be trending upward, Heintzelman moved and Jackson seconded a motion that the Full Maintenance Contract for the HVAC with Murphy and Miller for \$9,750 be approved. All voted aye.

c. **Fundraising Update:** The filing for the Lake Bluff Library Foundation's tax-exempt status has been approved. The Library has posted a job listing for a Development Coordinator for the fundraising campaign, but there have been no applicants, so the posting will be re-drafted and posted again. We were notified on June 4 that we will be receiving \$100K for renovation and expansion as part of the "Rebuild Illinois" program from the State of Illinois.

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

- All summer reading programs are up and running.
- George Russell completed the display case for the model of the former Library; it is on the main floor.
- The Seed Library is ready for action, complete with Jillian Chapman's loan of an antique display for the seed packets; it is in the lobby.
- The second annual deep clean happened recently, with excellent results.

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

**13. Any and All Other Business which may properly come before the Board:** The recent letter from Jan Schnobrich was an informational document about how local governmental boards were and are filled.

**14. Adjournment:** Butler moved and Heintzelman seconded a motion to adjourn; all voted aye. The meeting adjourned at 9:45 pm.

Respectfully Submitted,

Janie Jerch