

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, March 19th, 2019 at 7:00 PM
 123 E. Scranton Ave, Lake Bluff, IL, 60044

1. **Call to Order:** Vice President Cal Stroh called the meeting to order at 7:05 pm. Present were Trustees Scot Butler, Janie Jerch, Carl Schons, Library Director Eric Bailey, Library Employees Martha O'Hara, Eliza Jarvi, and Jillian Chapman. Kathy Meierhoff and Kate Jackson were 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 February 19th, 2019 Board meeting; all voted aye.
5. **January 2019 Financial Reports:** Bailey noted the final payment for the roof and other associated work was made, in the amount of \$23,495, bringing the total cost of the project, including the services of Engberg, Anderson to \$291,168. Butler moved and Schons 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 Schons seconded a motion to approve the February monthly checks numbered 13878-13887, 13889-13914; all voted aye.
7. **Committee Reports: No committees met this month**
 - a. **Building and Grounds** (Chair: Schons. Members: Jerch, Meierhoff, and Stroh.)
 - b. **Finance** (Chair: Butler.)
 - c. **Human Resources** (Chair: Butler. Members: Jerch and Meierhoff.)
 - d. **Bylaw and Policy** (Chair: Stroh. Member: Schons.)
 - e. **Intergovernmental** (Chair: Bailey. Members: Jerch and Stroh.)
 - f. **Long Range Planning** (Chair: Jackson. Members: Schons.)
 - g. **Outreach** (Chair: Jackson.)
8. **New Business:**
 - Jillian Chapman has taken the reins on the Centennial Project.
 - We will be seeking sponsors to help fund the activities, but have money in the budget to cover any necessary expenses.
 - There will be a block party jointly sponsored by the Brewery and the Library on August 24, 2019. Save the date!
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9. **Old Business:**
 - a. There are small but significant differences between the proposed Budget for FY19-20 and the proposal discussed last month; they are as follows:
 - Under Personnel Services, there is less that was budgeted in FY18-19, but there are significant increases in Medical Insurance costs. However, there is still the same number of staff members, both full and part-time.
 - Under Capital Outlay, we now have more specific numbers for some of the furnishings that need replacing, and a quote to replace the old entrance doors.

- Under Computer Equipment, a more realistic amount reflects the need to purchase new machines that can run the latest Windows operating system.
- Bailey noted that a new line item, "Transferred to Reserve", was added to enhance transparency as we work to build up reserves.

b. Tim Kregor has resigned from the Library Board. Schons has agreed to spearhead the search for prospective candidates to fill out Kregor's term, which runs through April 2021. Bailey provided information on filling an open position, including a form to be filled out by prospective replacement trustees. He noted that the Trustees will interview these prospective trustees, and asked that we send him any questions beyond those asked on the application form to him by March 26.

10. Director's Report: Bailey reported that the Deep Freeze Read, which was sponsored by the Lake Bluff and Lake Forest Libraries, the Open Lands Association, and the Lake Forest-Lake Bluff History Society, was a huge success, with *The Death and Life of the Great Lakes* author Dan Egan's talks not only interesting but well-attended. We are already planning another collaboration with the Lake Forest Library for next winter.

Katie McLain started in her new position last week.

CPR recertification classes were held for Library staff last week.

We have a mock draft of the website to review, and hope to have the new finished site up and running soon.

11. Executive Session: There was none.

12. Any and All Other Business which may properly come before the Board: Some changes were noted to the Friends of the Library schedule. We also briefly discussed how to get the Library Foundation off the ground; it was suggested that a Library staff member be appointed as the liaison between the Library and the Foundation as a part of his or her job description, with that person's hours spent on this job paid for by the Foundation. Bailey is researching this possibility at Meierhoff's request.

13. Adjournment: Butler moved and Stroh seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:44 pm.

Respectfully Submitted,

Janie Jerch