

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting Minutes**  
**Tuesday, May 21st, 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 7:19 pm. Present were Trustees Scot Butler, Kate Jackson, Janie Jerch, Cal Stroh, Trustee-Elect Jon Heintzelman, Library Director Eric Bailey, Library Employees Martha O'Hara, Eliza Jarvi, and Jillian Chapman.
2. **Additions & Corrections to the Agenda:** None
3. **Oath of Office for Jon Heintzelman:** The Library Trustee Oath of Office was administered by Bailey and sworn by Heintzelman.
4. **Election of Secretary Pro Tempore:** Stroh moved and Butler seconded a motion to appoint Jerch as Secretary Pro Tempore; all voted aye.
5. **Election of Board Officers and Selection of Committee Members:** Stroh moved and Heintzelman seconded a motion to elect the following Trustee positions: President, Kathy Meierhoff; Vice-President, Cal Stroh; Treasurer, Scot Butler; Secretary, Janie Jerch, and to fill the standing committees as follows:
  - Building and Grounds: Meierhoff, Jerch, and Stroh.
  - Community Engagement (formerly Outreach): Jackson, Jerch.
  - Finance: Butler, Meierhoff, and Hayes (after being sworn in).
  - Human Resources: Butler, Heintzelman, Jerch.
  - Intergovernmental: Stroh, Jackson.
  - Long Range Planning: Jackson, Heintzelman, Hayes.
  - Bylaw and Policy: Stroh, Heintzelman.
  - Technology: inactive until such time as it is needed.

All voted aye on the above appointments, with committee chairs to be determined at the June meeting.

6. **Opportunity for Public to Address the Board:** There were none wishing to speak.
7. **Approval of Minutes:** The April 16<sup>th</sup>, 2019 minutes contained one error in item 9c. The Development Coordinator position, whose wages would be paid by the "Lake Bluff Library *and be reimbursed by the* Foundation" is how it should be stated. Jackson moved and Butler seconded a motion to approve the April 16<sup>th</sup>, 2019 meeting minutes as amended; all voted aye.
8. **April 2019 Financial Reports:** Bailey noted that our position at the end of FY18-19 is good and that the new FY will begin in a better position than what we had anticipated. Butler moved and Stroh seconded a motion to accept the April 2019 Detailed Revenue & Expense Report and Detailed Balance Sheet; all voted aye.
9. **Approval of Checks:** Butler moved and Jackson seconded a motion to approve the April monthly checks numbered 13947-13953, 13955-13979; all voted aye.
10. **Committee Reports:**  
(Met)
  - a. **Building and Grounds** (Chair: Schons. Members: Jerch, Meierhoff, and Stroh.) Meierhoff reported that the committee met to discuss the new HVAC Maintenance contract and the Engberg Anderson renovation proposal. Both need further analysis before making a recommendation to the Board.

**(Did Not Meet)**

- b. **Bylaw and Policy** (Chair: Stroh. Member: Schons.)
- c. **Finance** (Chair: Butler. Member: None.)
- d. **Human Resources** (Chair: Butler. Members: Jerch and Meierhoff.)
- e. **Intergovernmental** (Chair: Bailey. Members: Jerch and Stroh.)
- f. **Long Range Planning** (Chair: Jackson. Member: Schons.)
- g. **Outreach** (Chair: Jackson. Member: None.)

**11. New Business:**

- a. Trustee Vacancy: William Hayes was selected by the Board to fill the vacancy.
- b. Quote for New Computers: Stroh moved and Butler seconded a motion that the quote for \$22,893.00 from Computer View Inc. for the purchase, setup, and installation of 13 new desktop computers be approved; all voted aye.
- c. Possible Hiring for Architectural Design: This is to go through a Finance Committee review before making a decision at the June meeting.
- d. Nonresident Card Program Participation: We revisit this yearly. Butler moved and Heintzelman seconded a motion to approve the proposal to offer Nonresident Cards to the unincorporated parts of the Library's service area from July 1, 2019 to June 30, 2020; all voted aye.
- e. Resolution Adopting Prevailing Wage Ordinance: Jackson moved and Butler seconded a motion to approve the Prevailing Wage resolution (no.2019-03) and charge the Library Director with handling the posting and notification requirements; all voted aye.

**12. Old Business:** There was little to report on Fundraising for this month.

**13. Director's Report:** Bailey had several items to highlight.

- Friends of the Library have generously approved funding of the new laptops for \$11,900 and new water fountains for \$5,100.
- Banners showcasing the Lake Bluff Library's 100-year anniversary have been ordered and will be displayed uptown this summer.
- The Deerfield Library is switching over to auto-renewals.
- Meierhoff asked Heintzelman to sign up to attend one of the Friends' meetings.
- The statistics reports are in transition with Lyndy Jensen and Bailey taking over the reports.

**12. Executive Session:** Butler moved and Stroh seconded a motion to enter Executive Session; all voted aye. Bailey and other Library employees left the room. The Executive Session began at 8:33 pm for the purpose of discussion of the performance review and compensation for Library Director Eric Bailey. Butler moved and Heintzelman seconded a motion to end the Executive Session, all voted aye. The session ended at 8:58 pm.

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

**13. Adjournment:** Stroh moved and Heintzelman seconded a motion to adjourn; all voted aye. The meeting adjourned at 9:00 pm.

Respectfully Submitted,

Janie Jerch