

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting Minutes**  
**Tuesday, November 12th, 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 Bill Hayes, Jon Heintzelman, Kate Jackson, and Janie Jerch. Cal Stroh and Scot Butler were absent. Library Director Eric Bailey, and Library Employees Jillian Chapman, Katie Horner, Eliza Jarvi, and Martha O'Hara were also in attendance, as was community member Bill Nordeen.
2. **Additions & Corrections to the Agenda:** None, but Meierhoff said that she would like us to change how we consider the monthly statistics; a staff analysis would be more helpful than simply raw stats. This change is already in the works.
3. **Opportunity for Public to Address the Board:** Bill Nordeen spoke as a representative of Lake Bluff Open Lands. They would like to plant a 6'-8' white oak and, once it is established, bend it to create a 21<sup>st</sup> C. Trail Tree to commemorate several that stood in what is now Lake Bluff. There is a stone marker on the NE corner of the Library grounds that was moved from its original location on North Avenue, where, according to Nordeen, it pointed to a flint deposit in the North Avenue Ravine. Many feel that the marker needs a new tree. Bailey said that we should research local history for information on Trail Trees. We discussed possible locations and other concerns, such as a possible future build-out, that would affect its placement. Nordeen's grandparents told him about driving to Lake Bluff years ago to see the North Avenue Trail Tree. An Intergovernmental Committee meeting will be held soon, and the tree will be discussed.
4. **Approval of Minutes:** There was one correction to last month's minutes: Martha O'Hara, not Katie Horner, was present. Heintzelman moved and Jackson seconded a motion to approve the minutes of September 17th, 2019; all voted aye.
5. **September and October 2019 Financial Reports:** Bailey noted that the 2<sup>nd</sup> big chunk of property tax revenue arrived in addition to a \$2000.00 restricted donation from the Friends of the Library, and that an expense of \$11,500.00 was paid out for staff computers. He also said that we have expended 53% of our budget, which is right on track. Jackson moved and Heintzelman seconded a motion to approve the September and October 2019 Detailed Balance and Revenue/Expense Report; all voted aye.
6. **Approval of September and October 2019 Checks:** Hayes moved and Heintzelman seconded a motion to approve the September monthly checks numbered 14145-14154, 14156-14179 and the October monthly checks numbered 14180-14188, 14190-14212; all voted aye.
7. **Committee Reports:**
  - (Met)
    - a. **Building and Grounds** (Chair: Jerch. Members: Meierhoff and Stroh.) Jerch reported that this committee met to discuss proposals for repairing the leaks around the beams over the Wood building; Bailey will seek more clarifications of proposals before we make a recommendation to the Board.
    - b. **Finance** (Chair: Hayes. Members: Butler and Meierhoff.) Hayes reported that we will talk through the budget proposal with Bettina O'Connell before moving forward. Bailey noted that the PTELL to increase the levy for the coming fiscal year is 2.447%. Heintzelman moved and Hayes seconded a motion that the proposed levy increase of 2.447% for a levy of \$987,711 for FY20-21 be approved; all voted aye.
    - c. **Human Resources** (Chair: Butler. Members: Heintzelman and Jerch.) Bailey reviewed briefly the new Library Director Review Process that Butler created, which specifies a timeline designed to complete the review process in a timely manner.
  - (Did Not Meet)
    - d. **Intergovernmental** (Chair: Bailey. Members: Jackson and Stroh.)
    - e. **Long Range Planning** (Chair: Heintzelman. Members: Hayes and Jackson.)

f. **Outreach / Community Engagement** (Chair: Jackson. Member: Jerch.)

**8. New Business:**

- a. **Meetings for Calendar Year 2020:** Bailey presented proposed meeting dates, and we made one change, to leave the November meeting date as the 3<sup>rd</sup> Tuesday rather than bumping it up to the 2<sup>nd</sup> Tuesday. Jackson moved and Heintzelman seconded a motion to approve the revised meetings calendar for 2020; all voted aye.
- b. **Levy for FY 20-21:** This was discussed and acted upon during the Committee Reports.
- c. **Date for the Holiday Luncheon:** We agreed on Thursday, December 5, starting at 12:30.

**9. Old Business:**

- a. **Long Range Plan Draft:** Heintzelman moved and Hayes seconded a motion that the Long Range Plan draft be approved, with an effective date of January 1, 2020; Hayes, Heintzelman, Jerch, and Meierhoff all voted aye, Jackson abstained.
- b. **Update on Fundraising:** Bailey reported that Kathi Siebert has been hired as the General Development Coordinator for the Lake Bluff Library Foundation, and that Little Green Light, a software program for managing the donor base, has been obtained for a cost of \$39/month. Also, the soft launch of the fundraising campaign, the Nov. 15<sup>th</sup> Trivia Night, is sold out, and that four sponsors (Mariani's, Knauz, Hill & Stone, and Heinen's) gave a total of \$1,000. Meierhoff congratulated the Staff for planning the event and also recognized Heintzelman's role in setting up the Foundation and in hiring Ms. Siebert.

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

- Bettina O'Connell and Marlene Scheibl will be at the December meeting to present the Auditor's Report.
- Jillian Chapman is part of the Lake Bluff 125<sup>th</sup> Committee. The Library will be the promotional entity behind Jillian's involvement; she feels that she has the time, given that there are so many volunteers to help her. Meierhoff said that we need to be mindful of overextending Jillian's time commitments, but that the Library will get full credit for sponsoring her work.
- The Lake Bluff Follies are scheduled for Sept. 19<sup>th</sup> and the Birthday Celebration for Sept. 26, 2020.

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

**12. Any and All Other Business which may properly come before the Board:** Ms. Siebert will be invited to the next Board Meeting so that we can all meet her.

**13. Adjournment:** Heintzelman moved and Jackson seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:55 pm.

Respectfully Submitted,

Janie Jerch