

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting Minutes**  
**Tuesday, September 17, 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 7:04 pm. Present were Trustees Bill Hayes, Jon Heintzelman, Kate Jackson, Janie Jerch, Cal Stroh, Library Director Eric Bailey, and Library Employees Eliza Jarvi and Martha O'Hara. Scot Butler was absent.
2. **Additions & Corrections to the Agenda:** None
3. **Opportunity for Public to Address the Board:** No one came forward.
4. **Approval of Minutes:** Stroh moved and Heintzelman seconded a motion to approve the minutes of August 20th, 2019; all voted aye.
5. **August 2019 Financial Reports:** Bailey stated that interest earnings were higher than last month due to the arrival of property tax funds last month. Jackson asked about correlating books and materials expenses to circulation numbers. Jarvi said that such an analysis is part of the upcoming Long-Range Planning. Stroh moved and Heintzelman seconded a motion to approve the August 2019 Detailed Balance and Revenue/Expense Report; all voted aye.
6. **Approval of August 2019 Checks:** Stroh moved and Heintzelman seconded a motion to approve the August monthly checks numbered 14108-14112, 14114-14144; all voted aye.
7. **Committee Reports:**
  - (Met)
  - a. **Building and Grounds** (Chair: Jerch. Members: Meierhoff and Stroh.) Jerch reported that the committee has convened two more times since last month's general board meeting to discuss Phase 1 renovation plans in more detail. More work needs to be done, especially the hard task of prioritizing and cost-cutting, since the current plan came in at a higher dollar figure than we expected. Bailey received a finer breakdown of costs from Engberg Anderson today, and we already have a meeting scheduled for Sept. 24 at 4 pm to discuss details and options. Any and all are welcome to attend.
  - b. **Long Range Planning** (Chair: Heintzelman. Members: Hayes and Jackson.) Heintzelman reported that the first draft of the plan is in our packets and ready to be discussed.
  - (Did Not Meet)
  - c. **Finance** (Chair: Hayes. Members: Butler and Meierhoff)
  - d. **Human Resources** (Chair: Butler. Members: Heintzelman and Jerch.)
  - e. **Outreach / Community Engagement** (Chair: Jackson. Member: Jerch.)
  - f. **Intergovernmental** (Chair: Bailey. Members: Jackson and Stroh.)
  - g. **Bylaw and Policy** (Stroh and Heintzelman.)
8. **New Business:**
  - a. **Closings for Calendar Year 2020:** Bailey surveyed other local libraries about whether or not they close on President's Day and Martin Luther King Day. In the past those two days have been vacation days for all staff, but Bailey said that if we are to remain open on those days, as other area libraries do, employees can be compensated for the loss of two vacation days by adding two floating vacation days to each employee's schedule. Heintzelman moved and Jackson seconded a motion that the proposed list of holiday closings for 2020, as amended to remove President's Day and Martin Luther King Jr. Day, and the proposed amendment to Section 5.5: Holidays of the Personnel Manual, both be approved; all voted aye.

b. **Long-Range Plan Draft:** The new plan encompasses 2019-2022 and is meant to be not only a guide but also a living, functioning document. An overview of the LRP 3-year plan is that it provides for a steering committee composed of members of the staff, the board, and the public, and that its planned implementation date is January 1, 2020. Trustees are to read the document and prepare comments for the next general board meeting.

**9. Old Business:**

a. **Update on Fundraising:** Jackson reported that she attended the recent Friends of the Library meeting and that she made three funding requests for: (1) A winter reading program, (2) mobile slat walls to attach to shelving end-caps for rotating displays, and (3) a flat dollar amount to be used for various programs. She assured the FoL that we would then provide them with regular reports on how the funds are being spent.

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

- Bailey participated in a group to establish criteria for the new District 65 superintendent as they conduct their search.
- Districts 65 and 115 both renewed the Inter-Governmental Agreement for library card services.
- A small leak developed on the Museum side of the building along one of the beams; the contractor re-sealed the area and so far, no more leaks. B&G will look into a more long-term solution.
- Jarvi will be taking a few weeks of pre-planned leave.
- Tickets for the Trivia Night fundraiser are selling well. Kudos to the staff for getting us such good press for this as well as other recent activities.
- Bailey provided an organizational chart and a list of duties/responsibilities for all Library Employees.

**11. Executive Session:** Without actually entering into Executive Session, we considered what to do with closed meeting minutes. Since they all concern current staff members, we decided to keep them closed. Heintzelman moved and Stroh seconded a motion to keep current Executive Session meeting minutes closed; all voted aye.

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

**13. Adjournment:** Stroh moved and Jackson seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:43 pm.

Respectfully Submitted,

Janie Jerch