

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, April 21st, 2020 at 7:00 PM
 123 E. Scranton Ave, Lake Bluff, IL, 60044

Notice: This meeting of the Lake Bluff Library Trustees was held without a quorum of Trustees physically present. The Trustees conducted the Board meeting with all Trustees attending remotely via electronic means. This method is authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020). Guidelines and access codes were published prior to the meeting so that members of the public could log in.

1. **Call to Order:** Library Director Eric Bailey called the meeting to order at 7:00 pm. Present were Trustees Scot Butler, Bill Hayes, Jon Heintzleman, Kate Jackson, Janie Jerch, Kathy Meierhoff, and Cal Stroh. Library Employees Martha O'Hara, Jillian Chapman, and Eliza Jarvi were also present.
2. **Additions & Corrections to the Agenda:** Bailey wished everyone a Happy National Library Appreciation Day!
3. **Opportunity for Public to Address the Board:** No one wished to speak.
4. **Approval of Minutes:** Stroh moved and Jackson seconded a motion to approve the minutes of March 31, 2020 as amended; all voted aye.
5. **March 2020 Financial Reports:** Bailey noted that the Revenue and Expenses were both fairly flat this month due to the closures. Stroh moved and Meierhoff seconded a motion to approve the March 2020 Detailed Balance and Revenue/Expense Report; all voted aye.
6. **Approval of March 2020 Checks:** Bailey noted that newspapers have been put on hold, and that the LinkedIn purchase was for a database they provide for public use called Lynda.com. Stroh moved and Heintzleman seconded a motion to approve the March monthly checks numbered 14352-14369, 14371-14381; all voted aye.
7. **Committee Reports:**
 - (Met)
 - a. **Finance** (Chair: Hayes. Members: Butler and Meierhoff) This committee met March 11 to review the budget for FY 2020-2021, but no meeting in April.
 - b. **Human Resources** (Chair: Butler. Members: Heintzleman and Jerch.) This committee met yesterday (April 20) to review and make some small changes to Library Director Bailey's annual evaluation. Butler noted that Bailey's evaluation is very positive. Discussion of Bailey's compensation is ongoing and will take into consideration its impact on the budget and staff salaries. Bailey will set up a joint Finance/HR meeting to finalize those details.
 - (Did Not Meet)
 - c. **Building and Grounds** (Chair: Jerch. Members: Meierhoff and Stroh.)
 - d. **Bylaw and Policy Committee:** (Chair: Stroh. Members: Heintzleman.)
 - e. **Intergovernmental** (Chair: Bailey. Members: Jackson and Stroh)
 - f. **Long Range Planning** (Chair: Heintzleman. Members: Hayes and Jackson.)
 - g. **Outreach / Community Engagement** (Chair: Jackson. Member: Jerch.)
8. **New Business:**
 - a. **Staff pay:** While no action is being sought at this time, Bailey noted that emergency pay is in effect for most employees (those who are engaged in meaningful work). Trustee Jackson questioned the emergency pay in light of the new website still not launched and lack of resources for school-age kids.
 - b. **Renewal Policy:** The new budget for FY20-21 was approved with the assumption of instituting auto-renewal. Meierhoff moved and Butler seconded a motion to approve the revised auto-renewal policy, effective upon re-opening the Library to the public; all voted aye.

c. Update on COVID-19 response: The current projection for a peak in cases for Illinois is mid-May; shelter-in-place policies will likely be extended through May.

9. Old Business:

a. Capital Project Update: Nothing new to report.

10. Director's Report Highlights: Bailey reported that there is no firm date at this time for the launch of the new website, as Ms. Snoblin has been busy modifying websites for many other businesses. We are hoping for the end of April.

11. Executive Sessions: There were none.

12. Any and All Other Business which may properly come before the Board: Meierhoff gave a hearty Thank You to everybody involved with the Library for all their work.

13. Adjournment: Stroh moved and Heintzelman seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:09 pm.

Respectfully Submitted,

Janie Jerch