

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, December 8th, 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 7:04 pm. Present were Trustees Tricia Brockett, Bill Hayes, Jon Heintzelman, Janie Jerch, Kathy Meierhoff, and Matt Zaute. Also present were Library Employees Martha O'Hara, Eliza Jarvi, Anna Fifhouse, Katie Horner, and Jillian Chapman, Village Employee Bettina O'Connell, and prospective trustees Bonnie Shaul and Jennifer Graziano. Trustee Cal Stroh was absent.
2. **Additions & Corrections to the Agenda:** There were none.
3. **Auditor's Report for FY2019-2020:** Bailey reported that there were no significant findings in the Auditor's Report. O'Connell further reported that this covered the fiscal year ending on April 30, 2020 and that it received the highest rating possible on Nov. 13, 2020 by Sikich & Co. O'Connell gave a brief overview of the report. Heintzelman moved and Hayes seconded a motion to accept the Auditor's Report for FY2019-2020; all voted aye.
4. **Opportunity for Public to Address the Board:** No one wished to speak.
5. **Approval of Minutes:** Bailey noted that Madam Secretary misspelled "Fifhouse." My apologies to Anna. There followed a brief discussion for the new members about committees and how committee membership will be updated. Meierhoff moved and Heintzelman seconded a motion to accept the amended minutes of Nov. 17, 2020; all voted aye.
6. **November 2020 Financial Reports:** Bailey reported that more property tax revenues have been received, and that there are not many expenses right now; in fact, we are well below last year for the YTD expenses. Zaute moved and Hayes seconded a motion to accept the November 2020 Financial Reports; all voted aye.
7. **Approval of November 2020 Checks:** Bailey reported that expenses for Kanopy LLC, Overdrive, Hoopla, and for providing more e-books and other e-materials are increasing, purposely, to meet increased demand as a result of the pandemic. Brock suggested that we work to improve the user-friendliness of the various apps offered on our website, and Meierhoff, that we consider having a tutorial program on digital resources and digital borrowing. Zaute moved and Brock seconded a motion to approve November 2020 checks #14574-14576, 14578-14604; all voted aye.
8. **Committee Reports:**
(Did Not Meet)
 - a. **Building and Grounds** (Jerch, Meierhoff, and Stroh.)
 - b. **Human Resources** (Heintzelman and Jerch, Brockett?)
 - c. **Finance** (Hayes and Meierhoff, Zaute?)
 - d. **Bylaw and Policy Committee:** (Stroh and Heintzelman.)
 - e. **Intergovernmental** (Bailey and Stroh.)
 - f. **Long Range Planning** (Heintzelman and Hayes.)
 - g. **Outreach / Community Engagement** (Jerch, Brockett and Zaute?)
9. **New Business:** There was none, but in January 2021, the Finance Committee will begin work on the new budget.

10. Old Business:

a. Capital Project Update: Nothing is happening right now, but the Foundation is working on its year-end statement; there is also no year-end report yet from the Friends of the Library. Bailey noted that both the Foundation and the Friends follow the same fiscal year calendar as does the Library, and that the Foundation's year-end report goes out to its donors, one of whom has requested it.

11. Director's Report Highlights:

- The new door openers needed to be replaced, and the work was finished today.
- The selection of a new elevator maintenance company is underway.
- Cleaning service quality by the Crystal Maintenance Co. has recently dropped off, so we are looking for some new cleaning/janitorial services bids.
- Holiday decorations are going up.
- The Story Walk is amazing; kudos to Jillian and Regina!
- Bailey continues to monitor covid-19 numbers, and we will probably stick with curbside services for now and re-evaluate in January.
- The Grab-n-Go Crafts have been very popular; kudos to Eliza!

12. Executive Session: There was none.

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

14. Adjournment: Heintzelman moved and Meierhoff seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:23 pm.

Respectfully Submitted,

Janie Jerch