

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, February 18, 2020 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 Scot Butler, Jon Heintzelman, Janie Jerch, and Cal Stroh. Trustees Bill Hayes and Kate Jackson were absent. Library Director Eric Bailey, and Library Employees Katie Horner, Martha O'Hara, and Jillian Chapman, and Eliza Jarvi were also present.
2. **Additions & Corrections to the Agenda:** There were none.
3. **Opportunity for Public to Address the Board:** There were none requesting to speak.
4. **Approval of Minutes:** Stroh moved and Heintzelman seconded a motion to approve the minutes of January 21, 2020; all voted aye.
5. **January 2020 Financial Reports:** Butler moved and Stroh seconded a motion to approve the January 2020 Detailed Balance and Revenue/Expense Report; all voted aye.
6. **Approval of January 2020 Checks:** Heintzelman moved and Butler seconded a motion to approve the December monthly checks numbered 14290-14293, 14295-14319; all voted aye.
7. **Committee Reports:**
 - (Met)
 - a. **Finance** (Chair: Hayes. Members: Butler and Meierhoff.) Butler reported that the initial forecast for the budget is under discussion, and that there are several needs coming up that will impact the budget in the next FY 2020-2021. Trustees are asked to peruse the rough draft of the budget and note questions/comments.
 - b. **Human Resources** (Chair: Butler. Members: Heintzelman and Jerch.) Butler reported on the streamlining of the Library Director's review process and newly adopted timeline. He also requested input from the rest of the Trustees no later than the next board meeting.
 - (Did Not Meet)
 - c. **Building and Grounds** (Chair: Jerch. Members: Meierhoff and Stroh.)
 - d. **Bylaw and Policy Committee:** (Chair: Stroh. Members: Heintzelman.)
 - e. **Intergovernmental** (Chair: Bailey. Members: Jackson and Stroh)
 - f. **Long Range Planning** (Chair: Heintzelman. Members: Hayes and Jackson.)
 - g. **Outreach / Community Engagement** (Chair: Jackson. Member: Jerch.)
8. **New Business:**
 - a. Second reading of the Budget for FY2020-2021 was done during Committee reports.
 - b. The Annual Performance Evaluation process was discussed during Committee reports.
 - c. The proposed changes to our Meeting Room policy came up recently as a political group requested use of the Spruth Room for a meeting and was denied its use. Bailey consulted our attorney, who suggested revisions to our policy to clarify purposes for which our meeting spaces can be reserved and used. We will vote on the revised policy next month after we get a cleaner copy of the proposed changes.
9. **Executive Session:** The Board of Trustees entered into Executive Session at 7:30 pm and ended at 7:58.
10. **Old Business:**
 - a. **Capital Project Update:** Kathy Meierhoff shared a copy of a proof of the Prospectus that will be used for the Capital Project Campaign.

11. Director's Report Highlights:

- Bailey noted that with respect to activity at the Library, FY 2016-17 and FY 2017-18 were #1 and #2 respectively. As a result of these high-water marks, recent stats show a great deal of decrease in activity.
- "Read Between the Ravines" is underway with the book *American Overdose*.
- The new website will launch March 31.
- Katie Horner received a New Leaders Travel Grant from the Public Library Association, which will enable her to attend the PLA conference in Nashville at the end of February.
- The Friends of the Library approved funds to purchase laptop accessories and a "Square" credit card reader.

12. Executive Session: Took place between New Business and Old Business.

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

14. Adjournment: Butler moved and Heintzelman seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:51 pm.

Respectfully Submitted,

Janie Jerch