

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting Minutes**  
**Tuesday, January 21, 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 7:03 pm. Present were Trustees Scot Butler, Bill Hayes, Jon Heintzelman, Kate Jackson, Janie Jerch, and Cal Stroh. Library Director Eric Bailey, and Library Employees Katie Horner, Martha O'Hara, and Jillian Chapman were present, as was Kathi Siebert from the Library Foundation, and Bill Nordeen from Lake Bluff Open Lands.
2. **Additions & Corrections to the Agenda:** There were none.
3. **Opportunity for Public to Address the Board:**
  - Bill Nordeen gave an update on the Trail Tree project, and possible locations in front of the building were mentioned. The Dahlmann family approved of putting it in the Memorial Garden. Open Lands wants to plant the tree around May 8. Jerch will contact Dennis Downes to see if he would be interested in making an appearance at the planting. We will take this up at the next B&G meeting.
  - Kathi Siebert, newly hired General Development Coordinator for the Library Foundation, introduced herself to everyone, and said that she is very happy to be working for the Foundation and that she's making good progress learning the Little Green Light management software. All welcomed her.
5. **Approval of Minutes:** Stroh moved and Heintzelman seconded a motion to approve the minutes of December 10<sup>th</sup>, 2019; all voted aye.
6. **December 2019 Financial Reports:** Butler moved and Stroh seconded a motion to approve the December 2019 Detailed Balance and Revenue/Expense Report; all voted aye.
7. **Approval of December 2019 Checks:** Butler moved and Heintzelman seconded a motion to approve the December monthly checks numbered 14251-14267, 14271-14289; all voted aye.
8. **Committee Reports:**
  - (Met)**
    - a. **Building and Grounds** (Chair: Jerch. Members: Meierhoff and Stroh.) Jerch reported that the committee met right before this meeting at 6 pm and passed a motion that the contract for \$8595 from Excellence and Quality Architectural Sheet Metal for cladding the three (3) beams above the Wood Building roof in aluminum be accepted. After a brief discussion, Jerch moved, and Heintzelman seconded, the above motion for the Board; all voted aye.
    - b. **Bylaw and Policy Committee:** (Chair: Stroh. Members: Heintzelman.) Stroh reported that this committee met on the 20<sup>th</sup> of January to discuss both the new computer policy and a cannabis policy. Heintzelman moved, and Stroh seconded, a motion that the revisions to the Personnel Manual and the Patron Behavior Policy be approved; all voted aye. Stroh moved, and Butler seconded, a motion that the revised Computer Usage Policy be approved; all voted aye.
  - (Did Not Meet)**
    - c. **Finance** (Chair: Hayes. Members: Butler and Meierhoff.)
    - d. **Human Resources** (Chair: Butler. Members: Heintzelman and Jerch.) Butler stated that this committee would meet in early February to gather input for the Director's evaluation.
    - 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.) Jackson reported that there were no updates, but that Chapman has been busy working with the 125<sup>th</sup> Committee.

**9. New Business:**

- a. Bailey briefly covered comments about the proposed Budget for FY2020-2021 and asked that Board members read over the attachments prior to the next Board meeting.
- b. The revised Computer Usage Policy was considered and adopted during Committee reports.
- c. The revised Patron Behavior Policy and Personnel Manual to maintain compliance with cannabis laws were considered and adopted during Committee reports.
- d. The proposal for the cladding of the roof beams was considered and adopted during Committee reports.

**10. Old Business:**

- a. Capital Project Update: Kathy Siebert covered the highlights and said there would be a prospectus ready by the February meeting.

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

- There is no report of statistics this month due to problems with the computer program.
- Jarvi is working on grant applications for the Children's Department.
- The seed exchange for the coming spring season is getting underway.

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

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

**14. Adjournment:** Stroh moved and Butler seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:48 pm.

Respectfully Submitted,

Janie Jerch