

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, July 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 7:30 pm because Trustee Jerch was having technical difficulties. Again, my apologies. Present were Trustees Scot Butler, Bill Hayes, Jon Heintzelman, Janie Jerch, and Cal Stroh. Library Employees Martha O’Hara, Eliza Jarvi, Katie Horner, and Jillian Chapman were also present. Trustee and Board President Kathy Meierhoff was absent.
2. **Additions & Corrections to the Agenda:** There were none.
3. **Opportunity for Public to Address the Board:** No one wished to speak.
4. **Approval of Minutes from May 18, 2020:** In item 10b, Bailey noted that the minutes misstated information about non-resident fees; that the \$16 fee only applied to residents of apartments and mobile homes in unincorporated Lake Bluff. He stated that the minutes should be revised to drop everything after “Student Non-Resident program”. Stroh moved and Butler seconded a motion to approve the minutes of May 18, 2020; all voted aye.
5. **April and May 2020 Financial Reports:** Bailey noted that the first deposit of property tax revenue came in May and the second in June, with another big deposit expected in October, that a payment to Nicki Snoblin was for delivery and administration of the new website, and that printing costs were substantially lower because there have been fewer programs and the newsletter has been shorter. Additionally, to date, the Library has lost only about \$4500 in typical revenue from passports, fees, etc. due to closing, but that office supply expenses have been high from purchases of PPE, cleaning equipment, etc. We are also buying books again, which is a positive sign! Stroh moved and Butler seconded a motion to approve the May and June 2020 Detailed Balance and Revenue/Expense Reports; all voted aye.
6. **Approval of May and June 2020 Checks:** Some expenses in May worth noting were to Ebsco for all of our periodicals, payment to the new benefits group which requires that as members, we pay annually for the first five years to fund a pool of money for insurance payouts and that we have 2 more payments until this expense goes away. June noteworthy expenses included repairs to doors on the east side of the building, main floor and basement levels, and that the check written to Eric was for Lysol wipes, which had to be purchased piecemeal by some of his family members due to stores limiting those purchases. Stroh moved and Butler seconded a motion to approve the May monthly checks numbered 14406-14432 and the June monthly checks numbered 14433-14467; all voted aye.
7. **Committee Reports:** Surprise! No committees met!
 - (Did Not Meet)
 - a. **Building and Grounds** (Jerch, Meierhoff, and Stroh.)
 - b. **Bylaw and Policy Committee:** (Stroh and Heintzelman.)
 - c. **Finance** (Hayes, Butler and Meierhoff)
 - d. **Human Resources** (Butler, Heintzelman, and Jerch.)
 - e. **Intergovernmental** (Bailey, Meierhoff, and Stroh.)
 - f. **Long Range Planning** (Heintzelman and Hayes.)
 - g. **Outreach / Community Engagement** (Butler and Jerch.)

8. New Business:

- a. Our Values Statement, referenced from the Long-Range Plan from 2019, strategy a1, was bumped up on the 'to-do' list due to 2020 being so disrupted. In the ensuing discussion, Butler wanted to add 'courtesy', possibly under Service, and 'transparency', possibly under Stewardship. Bailey and O'Hara will look at possible revision and will bring it to the next Board meeting.
- b. The "abridged" version of Lake Bluff Library's opening will allow 25 patrons in at a time, not including museum or library staff, and that kids will be more closely regulated than normal. Monday, July 20th, was the first "open" day, and it went well. The current schedule will be MWF open 2 pm-6 pm, TuThSat curbside pick up only, hours 2 pm-6pm Th-Th, and 1 pm-5 pm Sat. Mornings will be reserved for behind-the-scenes staff work. We hope to be able to expand those hours in the near future!

9. Old Business:

- a. Capital Project Update: Nothing new to report.

10. Director's Report Highlights:

- The Summer 2019 issue of the Lake Bluff Library's quarterly newsletter, called "Reading is Magic", received the ALA PR Xchange Award; kudos to Martha O'hara and Jillian Chapman!
- Marlene Scheibl is leaving her position with the Village of Lake Bluff, but Bettina O'Connor will be staying, and Tom Dunn will be filling in for Marlene in the short term. Library staff will plan some recognition for Marlene in August.

11. Executive Session: There was none.

12. Any and All Other Business which may properly come before the Board: Stroh agreed to attend the Friends of the Library Zoom meeting in August, Butler in September, and Hayes in October. Also, Bailey requested that the trustees look over the budget variance document prior to the next meeting. Upcoming Board meetings are August 18, September 15, and October 20, 2020.

13. Adjournment: Stroh moved and Heintzelman seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:34 pm.

Respectfully Submitted,

Janie Jerch