

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting Minutes**  
**Tuesday, May 19, 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 Heintzelman, Janie Jerch, Kathy Meierhoff, and Cal Stroh. Library Employees Martha O'Hara and Jillian Chapman were also present.
- 2. Additions & Corrections to the Agenda:** Bailey asked that the vacancy on the Board of Trustees be discussed under New Business.
- 3. Election of Secretary Pro Tempore:** Heintzelman moved and Stroh seconded a motion to have Jerch act as SPT; all voted aye.
- 4. Election of Board Officers and Selection of Committee Members:** Stroh moved and Meierhoff seconded a motion to elect the following Board Officers: Meierhoff, President; Stroh, Vice-President; Jerch, Secretary; Hayes, Treasurer, and Committee Members as listed below; all voted aye.
  - Building and Grounds: Jerch, Meierhoff, and Stroh.
  - Bylaw and Policy: Heintzelman and Stroh.
  - Finance: Butler, Hayes, and Meierhoff.
  - Human Resources: Butler, Heintzelman, and Jerch.
  - Intergovernmental: Bailey, Meierhoff, and Stroh.
  - Long Range Planning: Hayes and Heintzelman.
  - Outreach: Butler and Jerch.
- 5. Opportunity for Public to Address the Board:** No one wished to speak.
- 6. Approval of Minutes:** Stroh moved and Heintzelman seconded a motion to approve the minutes of April 21st, 2020; all voted aye.
- 7. April 2020 Financial Reports:** Bailey noted that the end of April is the end of the 2019-2020 FY but that the numbers are still not finalized due to bills still coming in, etc. The bulk of the YTD balance, \$18,203.04, will go into the Reserve Fund, as will the annual payment of approx. \$9,000 from the Village for maintenance of the Wood Building and a grant from the State of IL of \$15,000 (neither of which are yet received). This totals approximately \$42,000 that will go to the Reserve Fund, bringing its total to about \$349,000. Stroh moved and Heintzelman seconded a motion to approve the April 2020 Detailed Balance and Revenue/Expense Report; all voted aye.
- 8. Approval of April 2020 Checks:** Stroh moved and Meierhoff seconded a motion to approve the April monthly checks numbered 14382-14405; all voted aye.
- 9. Committee Reports:**

While no committee meetings were held in the past month, new committee assignments were determined during Agenda Item 4 and are listed above. The Chairs of the committees will be determined at the first meeting of each committee. The Chairs of the committees listed below are for FY19-20, which just ended.

**(Did Not Meet)**

- a. **Building and Grounds** (Chair: Jerch. Members: Meierhoff and Stroh.)
- b. **Bylaw and Policy Committee:** (Chair: Stroh. Member: Heintzelman.)
- c. **Finance** (Chair: Hayes. Members: Butler and Meierhoff)
- d. **Human Resources** (Chair: Butler. Members: Heintzelman and Jerch.)
- e. **Intergovernmental** (Chair: Bailey. Member: Stroh.)
- f. **Long Range Planning** (Chair: Heintzelman. Member: Hayes.)
- g. **Outreach / Community Engagement** (Chair: None. Member: Jerch.)

**10. New Business:**

- a. Resolution of Essential Service: We discussed what services to provide as the Library gradually reopens. The staff will do curbside service for several months and we will not fully reopen until Phase 4 or an amended Phase 3 of Governor Pritzker’s plan is reached. No opening date for curbside service has been announced, but it will possibly be around June 1.  
Heintzelman moved, and Butler seconded, a motion that “The Board has determined the following services are Essential Government Functions and may be provided by the Library through the duration of Executive Order 2020-32 and/or guidelines, regulations and orders issued by the Governor and COVID-19 regulatory agencies.” All voted aye.
- b. Nonresident Card Program Participation: Butler moved, and Meierhoff seconded, a motion to approve the Statement of Participation in Nonresident Card Program, effective from July 1, 2020 until June 30, 2021; all voted aye. It should be noted that this program is separate from the Student Non-Resident program and that the Library will charge a flat rate of \$16 per household per year.
- c. Resolution Adopting the Prevailing Wage Ordinance: Stroh moved, and Butler seconded, a motion to approve the Prevailing Wage Ordinance; all voted aye.
- d. Update on COVID-19 Response: This will be addressed during the Director’s Report.
- e. Vacancy on the Board of Trustees: Due to the difficulty of conducting interviews now, we agreed to wait until we can conduct a closer-to-normal search process. We will revisit this issue at next month’s Board meeting.

**11. Old Business:**

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

**12. Director’s Report Highlights:**

- On May 14<sup>th</sup>, Governor Pritzker stated that Section 3 (our section of Illinois) is on course to meet the metrics for progressing to Phase 3 on May 29<sup>th</sup>. This would see an end of “shelter in place” and an easing of restrictions.
- Our new website launched on May 5<sup>th</sup>; kudos to Martha O’Hara for her hard work in getting it online and running.
- Jillian Chapman reported that almost all of the Lake Bluff 125<sup>th</sup> activities are being postponed to next year, 2021, when we will celebrate with the “125 + 1” activities.
- Lake Bluff Strong is going well with 10,000 visits to the site since it was launched; kudos to Jillian Chapman, Lara Leaf, Jazmine Negrete, Adrienne Fawcett, and Deb Fisher.
- The Facebook page now has 570 followers.
- The talented staff has been busy providing what services they can through the Library website and planning opening for curbside service. They are looking into acquiring the necessary PPE and cleaning supplies, creating a plan for workflow, and options on scheduling software for handling curbside requests.
- Eric Bailey’s new baby’s arrival is imminent, and after the blessed event, he will be working remotely for a while.

- Our application to Kiwanis for \$14,000 in electronic resources and devices has been approved; we should receive the funds in February of 2021.

**13. Executive Sessions:** There were none.

**14. Any and All Other Business which may properly come before the Board:** The Friends of the Library had a Zoom meeting last week but no one from the Library was able to attend. They plan to have a meeting in June, which Meierhoff will attend; they do not hold a July meeting, but Butler will attend in August and Hayes in September.

**15. Adjournment:** Stroh moved and Hayes seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:23 pm.

Respectfully Submitted,

Janie Jerch