

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, October 20th, 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 7:01 pm. Present were Trustees Bill Hayes, Janie Jerch, Kathy Meierhoff, and Cal Stroh, and Jon Heintzelman. Library Employees Martha O'Hara, Eliza Jarvi, and Jillian Chapman were also present.
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 September 15, 2020:** Meierhoff moved and Stroh seconded a motion to accept, all voted aye.
5. **September 2020 Financial Reports:** Bailey noted that we are staying conservative with expenditures, and that we received more property tax revenue with yet more coming, but that the flow of tax monies is being impacted by deferred tax payments.
6. **Approval of September 2020 Checks:** Nothing unusual to point out, so Stroh moved and Heintzelman seconded a motion to approve the September 2020 checks; all voted aye.
7. **Committee Reports:**
 - (Met)
 - a. **Finance** (Hayes and Meierhoff) This meeting was held to discuss the upcoming tax levy for the next fiscal year; will be discussed by trustees during New Business.
 - b. **Human Resources** (Heintzelman, and Jerch.) Meierhoff has been added to this committee and will be its Chair; we need to begin the Director's mid-year review.
 - (Did Not Meet)
 - c. **Building and Grounds** (Jerch, Meierhoff, and Stroh.)
 - d. **Bylaw and Policy Committee:** (Stroh and Heintzelman.)
 - e. **Intergovernmental** (Bailey, Meierhoff, and Stroh.)
 - f. **Long Range Planning** (Heintzelman and Hayes.)
 - g. **Outreach / Community Engagement** (Jerch. I'm STILL lonely.)
8. **New Business:**
 - a. **Levy for FY2021-2022:** Bailey reported that our tax levy for FY2020-2021 was \$987,711, of which approx. \$781,000 has been received so far. Bettina O'Connell from the Village of Lake Bluff outlined 3 options for FY21-22, and the Finance Committee chose the first option, to request both the PTell and the CPI for a total levy of \$1,013,829. Stroh moved and Heintzelman seconded a motion to seek a tax levy increase for FY2021-2022 of 2.644%, which is \$26,118; all voted aye.
 - b. **Trustee Vacancies:** Bailey has received six (6) applications for the two existing vacancies and the one that will be open when Stroh's term is up in May. Bailey noted that all three who are chosen will have to seek election in April, and the process begins in December with the VoteLakeBluff committee. There will be a special meeting to hold interviews via Zoom; Bailey has asked that we send him questions we wish to ask of the candidates. Editorial Comment: **Six** Candidates! Wonderful!

9. Old Business:

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

10. Director's Report Highlights:

- Jarvi set up a "take10" program for Forest-Bluff Montessori, which is working very well.
- Horner is a TV star! The local League of Women Voters asked her to create a video tutorial on voting, which she did, and it can be seen on local access channels 17 and 19.
- O'Hara, Horner, Chapman, and Jarvi are working on a Halloween Trivia activity.
- The Lake County Health Department issued a statement urging all schools to go to remote learning. Our Library may move back to phase 3, which would mean remote and curbside services, but no patrons inside the Library.
- At about 4:45 this afternoon (Oct. 20, 2020) there was a minor medical incident at the Library and paramedics were called. Staff responded brilliantly and everyone is OK.

11. Executive Session: There was none.

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

13. Adjournment: Stroh moved and Heintzelman seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:12 pm.

Respectfully Submitted,

Janie Jerch