

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, September 15th, 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 Bill Hayes, Janie Jerch, Kathy Meierhoff, and Cal Stroh; Jon Heintzleman was absent. Library Employees Martha O’Hara, Katie Horner, and Jillian Chapman were also present.
2. **Additions & Corrections to the Agenda:** There were none.
3. **Opportunity for Public to Address the Board:** Chapman noticed that Butler is still listed under the Committees, and that we need to get the word out that we are seeking applicants for two new trustees.
4. **Approval of Minutes from August 18, 2020:** There is a typo in #5. The last sentence should read “what’s” instead of “that’s”.
5. **August 2020 Financial Reports:** Bailey noted that we got another nice chunk of property tax revenue, that income from services and fines is down and probably will be for the rest of the fiscal year, and that revenues are approx. \$40K under what they were as of this time last year, but that expenditures are less by about the same amount for the same time period last year.
6. **Approval of August 2020 Checks:** A bank error, in cashing two of our checks for an amount that was different from what was written on the checks, resulted in a kerfuffle, which is why there are two breaks in the numbering this month. No other questions or comments arose. Stroh moved, and Meierhoff seconded, a motion to approve checks numbered 14499-14506, 14508-14510, and 14512-14528; all voted aye. Bailey noted that the bank did not charge us for any expenses incurred in straightening out said kerfuffle. It’s only right that they didn’t, as it was their error!
7. **Committee Reports:** Surprise! No committees met this month either, but the Finance Committee will need to meet shortly concerning our tax levy. The Village will meet on 9/28, and our committee will meet sometime after that. It was suggested that our finance committee members attend the Village meeting. They have predicted a CPI this year of 2.3%. Meierhoff also said that it will be time soon for some of the other committees to gear up, too.

(Did Not Meet)

- a. **Building and Grounds** (Jerch, Meierhoff, and Stroh.)
- b. **Bylaw and Policy Committee:** (Stroh and Heintzleman.)
- c. **Finance** (Hayes and Meierhoff)
- d. **Human Resources** (Heintzleman, and Jerch.)
- e. **Intergovernmental** (Bailey, Meierhoff, and Stroh.)
- f. **Long Range Planning** (Heintzleman and Hayes.)
- g. **Outreach / Community Engagement** (Jerch. I’m still lonely.)

8. New Business:

- a. Library Closings for Calendar Year 2021: We noticed that the Independence Day closing, since July 4, 2021 falls on a Sunday, is superfluous, but since Monday, July 5, 2021 will be the official legal holiday, that is the day we will be closed. We also agreed to discuss New Year's Day 2022 at this time next year. Stroh moved, and Hayes seconded, a motion to adopt the 2021 Library Closings calendar as amended; all voted aye.
- b. Meeting dates for Calendar Year 2021: Stroh moved, and Meierhoff seconded, a motion to adopt the 2021 Meeting Dates as listed; all voted aye.

9. Old Business:

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

10. Director's Report Highlights:

- Meierhoff will attend the virtual Friends of the Library meeting on 9/19, and Jerch will do the same on 11/21.
- Both Inter-Governmental Agreements with Districts 65 and 115 were accepted. District 115 approved theirs at their last board meeting; District 65 will do so next week.
- A new reading app called "Sora" will be available on our website so that our public school students will be able to access both their school libraries' and local public libraries' digital content with a single log-in.
- O'Hara's survey results were extremely helpful in framing and evaluating how we're handling Covid-19 and its accompanying issues. Trustees are requested to look at her recap and summary. O'Hara was congratulated on writing and administering such a successful survey; it was noted that it's far from an easy task.

11. Executive Session: There was none.**12. Any and All Other Business which may properly come before the Board:** Members of the staff expressed their appreciation for the support of the trustees during challenging times, and trustees answered that the staff is doing a stellar job of everything. A brief love-in ensued.**13. Adjournment:** Stroh moved and Hayes seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:28 pm.

Respectfully Submitted,

Janie Jerch