

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, April 20, 2021 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 7:03 pm. Present were Trustees Tricia Brockett, Bill Hayes, Jon Heintzelman, Janie Jerch, Kathy Meierhoff, Cal Stroh; Matt Zaute was absent. Also present were Library Employees Jillian Chapman, Anna Fifhouse, Eliza Jarvi, Martha O'Hara, and prospective Trustees Elect Bonnie Shaul and Jennifer Graziano.
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:** Stroh moved and Heintzelman seconded a motion to approve the minutes of March 16, 2021; all voted aye.
5. **March 2021 Financial Reports:** On April 19, approx. \$19K was deposited from our property tax revenues, which leaves us with a shortfall of about \$5K for FY21-22. Property tax revenues were impacted by the Covid-19 pandemic, and other local entities experienced proportional shortfalls in expected tax revenues. We have yet to receive our contribution from the Village that will reconcile the Village and Library accounts. The major expense for March was approx. \$36K for computer hardware, an expected and planned-for expense.
6. **Approval of March 2021 Checks:** Other than the check mentioned above for computer hardware, other checks were for typical monthly expenses. Stroh moved, and Hayes seconded, a motion to approve checks numbered 14705-14712, 14714-14732; all voted aye.
7. **Committee Reports:**
 - (Met)
 - a. **Finance** (Chair: Hayes, Members: Meierhoff, Zaute) met jointly with:
 - b. **Human Resources** (Chair: Jerch, Members: Brockett, Heintzelman) Brockett reported the completion of the Director's FY20-21 goal performance and salary discussion for FY21-22, and suggested some changes to be considered during the next evaluation process. Brockett's evaluation survey instrument definitely made the process go much more smoothly. Kudos to both Brockett and to Director Bailey for another excellent performance review.
 - c. **Technology** (Chair: Zaute, Members: Hayes) Hayes reported that the goals of this newly reinstated committee will be to establish guidelines for what the Library needs to function, explore best practices, and survey other area libraries to see what they believe has worked (or not) for them.
 - (Did Not Meet)
 - d. **Building and Grounds** (Chair: Jerch, Members: Meierhoff, Stroh)
 - e. **Bylaw and Policy Committee:** (Chair: Stroh, Members: Heintzelman)
 - f. **Intergovernmental** (Chair: Bailey, Members: Stroh)
 - g. **Long Range Planning** (Chair: Heintzelman, Members: Hayes, Zaute)
 - h. **Outreach / Community Engagement** (Chair: Jerch, Members: Brockett)

8. New Business:

a. Resolution of Thanks to Carole Stroh: Bailey read a brief bio of 'our gal Cal' in honor of her 16 years(!) of service as a Library Trustee as well as her serving in various leadership positions and committee chairmanships. This is no doubt a record tenure in the history of the Library! Cal, your wisdom, leadership, deep knowledge, and sense of humor will be missed! Jerch moved, and Heintzelman seconded, a motion to adopt Resolution No. 2021-01 to thank Carole Stroh for her service; all enthusiastically voted aye!
Meierhoff also added our congratulations to the newly re-elected Trustee, Bill Hayes, and the newly elected Trustees-to-be, Bonnie Shaul and Jenny Graziano, who will take their Oath of Office at the May meeting.

9. Old Business:

- a. Director's Annual Evaluation: Discussed during Committee reports; to be delivered to Bailey next week.
- c. Capital Project Update: The Foundation Board has met to formulate plans and strategies.

10. Director's Report Highlights:

- The LibCal (calendar) that Bailey is setting up does not have a link on the Library website; it is primarily for Board use and Bailey didn't want it available to the public. Note that all meetings are already posted 48 hours in advance because of the Open Meetings Act.

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 8:01 pm.

Respectfully Submitted,

Janie Jerch