

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting Minutes**  
**Tuesday, January 19, 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 7:01 pm. Present were Trustees Tricia Brockett, Bill Hayes, Jon Heintzleman, Janie Jerch, Kathy Meierhoff, Cal Stroh, and Matt Zaute. Also present were Library Employees Martha O'Hara, Anna Fifhouse, Katie Horner, and Jillian Chapman, and prospective trustees 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:** With the one item that committee memberships need to be updated, Heintzleman moved and Brockett seconded a motion to accept the amended minutes of December 8, 2020; all voted aye.
5. **December 2020 Financial Reports:** Bailey reported that more property tax revenues have been received, and that we have almost reached our full tax levy, and also that the membership fees incurred when we joined the Health Insurance Co-op are almost done, so that expense will soon be paid in full. Zaute moved and Stroh seconded a motion to accept the December 2020 Financial Reports; all voted aye.
6. **Approval of December 2020 Checks:** Bailey noted that check #14626 to "Libraries First" is a fee to be a member of a consortium that provides Lake Bluff Library card-holders with free or reduced entrances to museums, botanic gardens, and other exhibits nation-wide. Stroh wished it to be noted that she uncharacteristically had no questions. Stroh moved and Heintzleman seconded a motion to approve December 2020 checks #14605-14609, 14611-14639; all voted aye.
7. **Committee Reports:**  
(Did Not Meet)
  - a. **Building and Grounds** (Jerch, Meierhoff, and Stroh)
  - b. **Human Resources** (Brockett, Heintzleman, and Jerch)
  - c. **Finance** (Hayes, Meierhoff, and Zaute)
  - d. **Bylaw and Policy Committee:** (Heintzleman and Stroh)
  - e. **Intergovernmental** (Bailey and Stroh)
  - f. **Long Range Planning** (Hayes, Heintzleman, and Zaute)
  - g. **Outreach / Community Engagement** (Brockett and Jerch)
8. **New Business:**
  - a. The first reading of the FY2021-22 Budget (draft) was briefly discussed. No action to be taken because it has not yet been approved by the Finance Committee. Bailey gave an overview of the 2 major influences on this upcoming budget, which are (1) uncertainty, and (2) increases in spending for new software and subscriptions for on-line services.
  - b. Ideas for a memorial for Donna Williams is being discussed; the Friends of the Library are interested in participating.

c. Anna Fifhouse gave a presentation of Libinsight, a stats software package included in Springshare, which we fortunately already own. She has found it very useful in developing recent monthly stats reports, and demonstrated several gathering, analyzing, and reporting features. Hayes and Zaute offered feedback on ease of use; Fifhouse will continue to work with the program.

**9. Old Business:**

a. Capital Project Update: The Foundation Board met last week. An annual letter was drafted for a major donor, but no significant fundraising activities will be planned in 2021 due to COVID-19.

**10. Director's Report Highlights:**

- Region 9, which includes Lake Bluff, returned to Tier 2 today; this allows the return of some limited open hours.
- There was another COVID-19 case amongst the staff, whose symptoms have fortunately been mild. The building underwent a full cleaning and disinfecting process.

**11. Executive Session:** There was none.

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

**1. Adjournment:** Heintzelman moved and Stroh seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:30 pm.

Respectfully Submitted,

Janie Jerch, with the gracious help of Kathy Meierhoff