

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, February 16, 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 7:02 pm. Present were Trustees Tricia Brockett, Jon Heintzelman, Janie Jerch, Kathy Meierhoff, Cal Stroh, and Matt Zaute. Also present were Library Employees Martha O'Hara, Eliza Jarvi, and Jillian Chapman, and prospective trustees Bonnie Shaul and Jennifer Graziano. Trustee Bill Hayes was absent.
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 Jan.19, 2021; all voted aye.
5. **January 2021 Financial Reports:** Bailey reported that 97.5% property tax revenues have been received, and that we have almost reached our full tax levy of approx. \$44K, and also that expenditures are right where they should be as a percentage of the current fiscal budget. Also noted was that purchasing typically picks up in January, as the expenditures show, and that that the \$4500 was for the new automatic front door openers. Stroh moved and Zaute seconded a motion to accept the January 2021 Financial Reports; all voted aye.
6. **Approval of January 2021 Checks:** Stroh moved and Meierhoff seconded a motion to approve January 2021 checks #14640-14678; all voted aye.
7. **Committee Reports:**
 - (Met)
 - a. **Building and Grounds** (Chair: Jerch, Members: Meierhoff, Stroh) Jerch reported that the Village would include our new parking lot as it seeks bids for spring road work. Bailey added that we are under new municipal zoning so will no longer need to seek a variance for the work, but we will have to seek ABR approval for the proposed removal of a tree to create one more parking space.
 - b. **Human Resources** (Chair: Jerch, Members: Brockett, Heintzelman) Jerch reported that Meierhoff and Brockett agreed to take the lead on the Director's Annual Evaluation, and that Brockett volunteered to develop a survey that will help in eliciting feedback from other trustees. Thank you to Brockett! The committee will meet again before the end of February.
 - (Did Not Meet)
 - c. **Finance** (Chair: Hayes, Members: Meierhoff, Zaute)
 - d. **Bylaw and Policy Committee:** (Chair: Stroh, Members: Heintzelman)
 - e. **Intergovernmental** (Chair: Bailey, Members: Stroh)
 - f. **Long Range Planning** (Chair: Heintzelman, Members: Hayes, Zaute)
 - g. **Outreach / Community Engagement** (Chair: Jerch, Members: Brockett)
8. **New Business:**
 - a. The Director's Annual Evaluation was discussed under the HR Committee report above.

9. Old Business:

- a. Capital Project Update: The Foundation Board is laying the groundwork to re-launch the fundraising effort as soon as COVID-19 restrictions allow such efforts and events again.

10. Director's Report Highlights:

- The summer reading club is being planned to accommodate hybrid sessions if necessary.
- The Kiwanis Club donated \$14K for improvement of the Library's tech in the youth services area; that is, laptops, STEM and STEAM kits, i-pads, and a switch system for video games. Kiwanis approached the Library as part of their efforts to support local youth organizations; the donation is greatly appreciated.
- The staff is continuing to open the building to patrons as COVID-19 numbers improve.
- While noting that both the Auto Show and the 4th of July Parade are optimistically being planned, the Library will be hosting the Village Birthday Bash on Sept. 25, 2021 if fate smiles upon our community.

11. Executive Session: There was none.

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

1. **Adjournment:** Stroh moved and Heintzelman seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:01 pm.

Respectfully Submitted,

Janie Jerch