

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, May 18, 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 7:04 pm. Present were Trustees Tricia Brockett, Bill Hayes, Janie Jerch, Kathy Meierhoff, Cal Stroh, and Matt Zaute. Jon Heintzelman was absent. Also present were Library Employees Jillian Chapman, Anna Fifhouse, Eliza Jarvi, Martha O’Hara, Katie Horner, and Trustees Elect Bonnie Shaul and Jennifer Graziano.
2. **Additions & Corrections to the Agenda:** Bailey requested that we add a discussion of when to return to in-person board meetings under New Business.
3. **Oath of Office for Jenny Graziano and Bonnie Shaul:** Bailey administered the Oath of Office to both.
4. **Election of Secretary Pro Tempore:** Zaute moved and Hayes seconded a motion to elect Jerch as Secretary Pro Tempore; all voted aye.
5. **Election of Board Officers and Selection of Committee Members:** Jerch moved, and Zaute seconded a motion to elect the following slate of officers; all voted aye.
 - President: Kathy Meierhoff
 - Vice President: Janie Jerch
 - Treasurer: Bill Hayes
 - Secretary: Bonnie Shaul

Committees were formed as follows, with the directive that each committee is to meet by June 15 to elect a Chair, and to set goals for FY21-22. Jerch moved and Zaute seconded a motion to appoint the committees listed below; all voted aye. Please note that President Meierhoff is a de facto member of every committee.

Building & Grounds: Jerch, Meierhoff, Shaul.

Bylaw: Heintzelman, Meierhoff.

Community Engagement: Graziano, Jerch.

Finance: Hayes, Meierhoff, Zaute.

Human Resources: Graziano, Heintzelman, Jerch.

Intergovernmental: Bailey, Graziano, Jerch.

Long Range Planning: Hayes, Heintzelman, Zaute.

Technology: Hayes, Shaul, Zaute.

6. **Opportunity for Public to Address the Board:** No one wished to speak.
7. **Approval of Minutes:** There was one correction to the minutes of April 20, 2021, to drop the word “prospective” in item 1 describing Trustees Elect Graziano and Shaul. Meierhoff moved and Hayes seconded a motion to approve the minutes of April 20, 2021; all voted aye.
8. **April 2021 Financial Reports:** We ended FY 20-21 within the ball park of where we had hoped, which is amazing for such an unpredictable pandemic year. There is still a shortfall from property tax revenue; in fact, all local taxing bodies received proportional shortfalls because of pandemic-related revenue shortfalls county-wide. On the plus side, passport services are up and running again as the world opens up to travel, and we still have the Village contribution to our budget coming in, about \$9K. We have only one more payment to the Employee Benefits co-op of about \$6K before that expense will be gone. Our YTD balance of about \$53K (some of which has not yet been deposited and recorded) will be

added to our reserve fund, which will be about \$375K, or 30% of our annual budget. Kudos to Bailey and our excellent staff for managing our finances so well during a challenging year! Zaute moved and Hayes seconded a motion to accept the April 2021 Financial Reports; all voted aye.

9. Approval of April 2021 Checks: There was nothing notable in this month's checks; just typical monthly expenses. Meierhoff moved and Zaute seconded a motion to approve checks numbered 14734, 14736-14775; all voted aye.

10. Committee Reports:

(Did not meet)

- a. **Finance** (Chair: Hayes, Members: Meierhoff, Zaute)
- b. **Human Resources** (Chair: Jerch, Members: Brockett, Heintzelman)
- c. **Technology** (Chair: Zaute, Members: Hayes)
- 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)

11. New Business:

- a. **Resolution Adopting Prevailing Wage Ordinance:** Jerch moved and Shaul seconded a motion to adopt the Prevailing Wage Ordinance; all voted aye.
- b. **Nonresident Card Program Participation:** This is an agreement between District 65, District 115, and Lake Bluff Public Library to provide residents of unincorporated Lake Bluff who are enrolled in public school to have free Library cards and must be renewed on a yearly basis. Zaute moved and Jerch seconded a motion to continue the agreement; all voted aye.
- c. **Timeline for resuming in-person Board meetings:** After a brief discussion, we agreed to try an in-person meeting for June 2021 with a hybrid option available. Yay!

12. Old Business:

Capitol Project Update: The Foundation received a generous gift of \$50K from Cal Stroh to remodel the existing adult computer room into an adult quiet room, as per the existing plans. Thank you, Cal! Kathy Siebert, the Foundation Development Coordinator, has resigned. There is another candidate interested in the position.

13. Director's Report Highlights:

- A recent CDC update says that masks are not necessary for vaccinated patrons. Employees will continue to mask while interacting with the public.
- The parking lot project is underway (bollards and tree removed). We still don't know the exact cost, but demolition of the existing pavement and laying of the new will begin next week.
- Noting the Statistics report, though circulation at the end of this past fiscal year is at a high, total circulation was approximately half of that for a normal year.

14. Executive Session: There was none.

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

16. Adjournment: Hayes moved and Shaul seconded a motion to adjourn; all voted aye. The meeting adjourned at 9:03 pm.

Respectfully Submitted,

Janie Jerch