

Lake Bluff Public Library
Library Board of Trustees Meeting
Tuesday, August 16th, 2022, at 7 PM
123 E Scranton Avenue, Lake Bluff, IL 60044

Notice: This meeting of the Lake Bluff Library Board of Trustees was held without a quorum of Trustees physically present. The meeting was conducted 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 before the meeting so members of the public could log in. As required by law, at least one representative from the Library was present at the Library while participating in the meeting.

1. Call to Order: Board President Meierhoff called the meeting to order at 7:0 pm. Trustees Graziano, Hayes, Heintzelman, Jerch, Meierhoff, and Shaul were present. Trustee Zaute was absent. Also present were Library Employees O'Hara, Chapman, and Jarvi.

2. Additions & Corrections to the Agenda: There were none.

3. Opportunity for Public to Address the Board: There were no requests.

4. Approval of Minutes: The Secretary failed to note that a motion was made after the exec session ended in the July meeting; minutes were amended to include the following statement: "After Executive Session ended, Shaul moved and Heintzelman seconded a motion to appoint Katie Horner to the position of Interim Library Director; all voted aye." Shaul moved and Heintzelman seconded a motion to approve the amended minutes of the July 19, 2022 Board Meeting; all voted aye.

5. July 2022 Financial Reports: Detailed Balance and Revenue/Expense

O'Hara noted that Bettina O'Connell at the Village offices was very helpful in preparing the financials. And that 30.97% of our annual budget has been expended. The reserve balance is \$434K.

Shaul moved and Meierhoff seconded a motion to accept the July 2022 Financial reports; all voted aye.

6. Approval of July monthly checks

Large checks were written to SMC Construction (another partial payment for costs so far) and to Shred-It (to shred a larger than normal amount of personnel documents). Jerch moved and Shaul seconded a motion to approve the July monthly checks #15291, #15293-15329; all voted aye.

7. Committee Reports:

(Met)

a. **Building & Grounds** (Chair: Jerch, Members: Meierhoff and Shaul) Members met on Aug. 4 and discussed the final choices for furnishings and fabrics, and revised the order (too many chairs were on the invoice). We asked Horner to contact LFI for a revised invoice so we can have an accurate final cost for furnishings for the Stroh Room. Since our estimate of the final cost is over what was budgeted, we considered making a partial order and ordering the rest when funds become available.

The Board then had an impromptu discussion about sources for funding what is still needed to order all the furniture at once, thereby saving an additional delivery cost. Hayes assured us that there are ample funds for this in our Reserves. Meierhoff said there have been some recent donations to the Library and to the Foundation, and that the Foundation has some funds; in addition, there may be a bequest coming our way. We were reminded that Ms. Stroh wanted the room to be done beautifully.

Jerch moved and Hayes seconded a motion to have Horner poll the trustees by phone as soon as she gets the revised invoice, and if everyone agrees, to move ahead and order all the furniture; everyone voted aye. Done. Yay.

b. Human Resources (Chair: Graziano, Members: Jerch and Shaul) Members met on 7/22 to finalize job posting announcements and exit interview strategy. O'Hara reported that she would submit the job postings to ILA and RAILS webpages as well as our own Library webpage and that ILA charged \$100 for one month's posting. Members also met on 7/29 for Bailey's exit interview. Graziano did a fabulous job of crafting the questions and conducting the interview. Those present all felt it was a positive and worthwhile experience.

c. Request for Reconsideration Committee (AD HOC): (Members: Meierhoff, Heintzelman, Jerch, and Shaul) This report will be under New Business.

(Did not meet)

c. Bylaw and Policy: (Members: Heintzelman and Meierhoff)

d. Campaign Planning (AD HOC): (Members: Heintzelman, Meierhoff, and Jerch)

e. Community Engagement: (Chair: Graziano, Members: Jerch)

f. Finance: (Chair: Hayes, Members: Meierhoff and Zaute)

g. Intergovernmental: (Chair: Horner, Members: Jerch and Graziano)

h. Long Range Planning: (Chair: Heintzelman, Members: Hayes and Zaute)

i. Technology: (Chair: Zaute, Members: Hayes and Shaul)

8. New Business:

a. Discussion of the July 29th Request for Reconsideration was broadened from the *ad hoc* committee meeting of August 10 to include the rest of the board members. A request for reconsideration is the process by which patrons can seek reconsideration of an item in the Library's collection that they find objectionable. Mr. Tom Terrill submitted such a request about a book in the Children's collection titled *Fred Gets Dressed* by Peter Brown. Ms. Horner and Ms. Jarvi reviewed both the request and the book, concluding that it should remain in the collection. On August 10, the *ad hoc* committee discussed the request and voted unanimously to recommend that the Board also support the conclusion to retain the book. Jerch moved that the Board support the recommendation of both the committee and the staff to retain *Fred Gets Dressed* in our collection. No second is necessary in this case. All voted aye. Meierhoff will notify Mr. Terrill of the result of his request.

b. The Board also discussed the formation of a permanent *ad hoc* committee to administer issues as they arise that do not fall under the purview of other committees. Shaul suggested that we name it the Special Topics Committee.

9. Old Business: The Capital Project was briefly discussed as a part of the B&G committee discussion; there are no other updates.

10. Director's Report: O'Hara reported that there have been plumbing issues in one of the restrooms, that our phone service provider was no help with a 5-day service outage, that the Block Party was a hit with both Bob Morgan and Brad Schneider, local Congressmen, attending, that the Village Birthday Party will be Saturday, September 24, and not the 25th, as was mistakenly reported.

11. Executive Session(s): None

12. Any and all other business which may properly come before the Board: Meierhoff got a note from Carol Carter thanking the Library for the gift cards that were given to employees in recognition of their hard work over the past two years and in lieu of the Holiday luncheon that we have not been able to host during that time.

13. Adjournment: Heintzelman moved and Hayes seconded a motion to adjourn; all voted aye. Meeting was adjourned at 8:13 pm. Good job running the meeting, Ms. O'Hara!

Respectfully submitted,

Janie Jerch