

**Lake Bluff Public Library**  
**Library Board of Trustees Meeting**  
**Tuesday, December 13, 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:** Interim Director Katie Horner called the meeting to order at 7:02 pm. Trustees Meierhoff, Heintzelman, Jerch, Shaul, Hayes, and Graziano were present; Trustee Zaute was absent. Also present were Library Employees O'Hara, Chapman, Jarvi, and Fifhouse, and Renee Grassi, our incoming Library Director.

**2. Additions & Corrections to the Agenda:** Jerch asked that the Staff Pizza Party be added to New Business.

**3. Opportunity for Public to Address the Board:** No one asked to speak.

**4. Approval of Minutes:** Meierhoff asked that the Finance Committee report be clarified to show that a payment was authorized to Library Furnishings International of a 50% deposit on furnishings ordered for the Stroh Reading Room. Shaul moved to approve the minutes of the Nov. 15th meeting as amended; Heintzelman seconded; all voted aye.

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

No property tax revenues were received this month from the County; this also happened last year. Tax revenues received are on par with last year, however, with more than \$838K received so far. Passport revenue continues to grow and surpassed projected revenues for the entire FY in November. Miscellaneous expenses were higher due to expenses incurred during our Library Director search and interview process. Hayes noticed that Per Capita Grant funds appear under two different accounts; Horner will inquire about it.

Hayes moved to approve the November 2022 financial reports; Meierhoff seconded; all voted aye.

**6. Approval of November 2022 monthly checks # 15418, 15420-15458:** The only unusual check was to an electrical company for service to the outdoor lighting that former Library Director Eric Bailey scheduled last summer; the company completed the work last month. Also, the final payment for the Stroh Reading Room to SMC, the construction company, was made.

Shaul moved to approve the November 2022 checks; Hayes seconded; all voted aye.

**7. Committee Reports:**

**(Met)**

**a. Human Resources:** (Chair: Graziano, Members: Jerch and Shaul) Graziano reported that the meeting was to prepare for the arrival of, and upcoming transition to, our new Library Director, Renee Grassi. Meierhoff and Shaul will take the lead for the Board's role during the transition phase. Horner will share the documents concerning Library information, policies, etc., that are being prepared for Grassi to GoogleDocs so the Trustees will also be able to access them.

**b. Special Topics (ad hoc)** (Chair: Meierhoff, Members: Jerch, Shaul, Claire Abrahamson) Meierhoff reported that the meeting was held in the Library to figure out where the two adult-use computers could go and still be easily monitored from the circulation desk. It was determined that the least objectionable solution was to move them to the space in front of the shelves of audio books and tv series, and move the book bike to the space near the old front doors. This rearrangement was accomplished shortly after the Mini-Golf event.

**(Did not meet)**

**c. Building & Grounds** (Chair: Jerch, Members: Meierhoff and Shaul)

**d. Bylaw and Policy:** (Members: Heintzelman and Meierhoff)

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

- f. **Finance:** (Chair: Hayes, Members: Meierhoff and Zaute)
- g. **Community Engagement:** (Chair: Graziano, Members: Jerch)
- h. **Intergovernmental:** (Chair: Graziano, Members: Jerch and Graziano)
- i. **Long Range Planning:** (Chair: Heintzleman, Members: Hayes and Zaute)
- j. **Technology:** (Chair: Zaute, Members: Hayes and Shaul)

**8. New Business:**

- a. Per Capita Grant: Already discussed during agenda item 5; the Trustees will have the opportunity to see the new grant before submission before its Jan. 30, 2023 deadline.
- b. Notary Liability Coverage: Library employees are covered under the umbrella policy provided to Village employees. Horner also noted that all library notaries are required to be bonded and insured upon receiving their notary licenses. Meierhoff asked Horner to check with Glen Cole at the Village to see if there is a redundancy to these policies.
- c. State Funding for Building Expansion: Shaul shared a recent article reporting that Senator Julie Morrison was involved in the Highwood Library being awarded \$2 million in state funding for renovations. Horner noted that Carmen Patlas, Highwood's Library Director, is an extremely talented and successful grant writer. Grassi also brought up federal funds available through the LSTA (Library Services & Technology Act) and several other sources of funding to explore in the near future.
- d. Staff Appreciation Pizza Party: Scheduled for this coming Friday, Dec. 16, shortly after closing, there will be a Pizza Party for staff, families, and significant others. Trustees are also invited. Jerch, Graziano, and Meierhoff will take care of the details.

**9. Old Business:** The Library received a \$2000 stipend from the Lake Bluff Birthday committee. We briefly discussed a date for the formal opening of the Stroh Reading Room. Jerch said the new blinds for the room should be delivered soon.

**10. Interim Director's Narrative Report:** Horner reported that the Mini-Golf event was attended by over 500 people (about 10% of our population) and was a huge success! People had a great time, and the teamwork of staff and volunteers to set up, run the event, and clean up afterwards, was indispensable to the success of the event. Kudos especially to Romain Wojda for arranging volunteers from local BSA Troop 42. Special thanks to Anna Fifhouse, who planned and organized this fabulous event. Your humble recording secretary can attest that, indeed, a good time was had by all!

Horner also reported on the Staff In-Service Day in November. Staff saw a video on Empathy in Enforcement and had a presentation from an area advocate for LGBTQ awareness; both were enthusiastically received by staff and were particularly timely as training, given recent events, both at our Library and nationally. Horner also noted that this was the first In-Service in 5 years. These training/discussion/regrouping opportunities need to happen much more frequently than every 5 years. Yearly in-services should be considered.

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

**12. Any and all other business which may properly come before the Board:** There was none, but there should have been one item: Kudos to Katie Horner, who presided over her final Board meeting as Interim Director with grace and good humor, as she has done since August, and will no doubt have her hand in the January board meeting as well. Thank you for your excellent leadership, Katie!

**13. Adjournment:** Heintzleman moved to adjourn the meeting, Meierhoff seconded; all voted aye. Meeting was adjourned at 8:15 pm.

Respectfully submitted,

Janie Jerch