

Lake Bluff Public Library
Library Board of Trustees Meeting
Tuesday, July 19th, 2022, at 7 PM
123 E Scranton Avenue, Lake Bluff, IL 60044

As required by law, at least one representative from the library will be present at the library and the virtual meeting will be simulcast for any members of the public who do not wish to view the virtual meeting from another location. Prior notification of intention to attend is not required but is appreciated. Questions related the library agenda can be sent before or during the meeting to Eric Bailey at ebailey@lakeblufflibrary.org. The meeting will be recorded, with the recording made available through the library's website. For any questions, please contact Library Director Eric Bailey at 847-234-2540 ext 110 or at ebailey@lakeblufflibrary.org.

1. Call to Order: Bailey called the meeting to order at 7:04 pm. Trustees Graziano, Hayes, Heintzelman, Jerch, Meierhoff, and Shaul were present. Trustee Zaute was absent. Also present were Library Employees Chapman, Sacherer, Jarvi, Horner, O'Hara, and Fifhouse.

2. Additions & Corrections to the Agenda: Meierhoff requested the presentation of a Resolution of Thanks to Eric Bailey for his 17 years of service to the Lake Bluff Public Library, which she read aloud to the assembled group. Jerch moved and Heintzelman seconded a motion to approve the Resolution of Thanks; all voted aye enthusiastically, followed by a round of applause for Bailey.

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

4. Approval of Minutes: Heintzelman moved and Meierhoff seconded a motion to approve the minutes of the June 21st, 2022 Board Meeting; all voted aye.

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

Bailey noted that the first payment of property tax revenue was received, more than \$245K, and that passport fees continue to be strong, with ~\$3,700 so far this fiscal year. He also stated that with ~21% of our yearly budget expended so far, we are right on track.

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

6. Approval of Checks: June monthly checks #15258, #15260-15290

Large checks were written to Kreuger Int'l (glass door for Stroh Reading Room) and to SMC Construction (partial payment for costs so far) but that these expenses will be reimbursed by the Library Foundation. Shaul moved and Hayes seconded a motion to approve the June monthly checks # 15258, #15260-15290; all voted aye.

7. Committee Reports:

(Met)

a. **Building & Grounds** (Chair: Jerch, Members: Meierhoff and Shaul) Final furniture choices and fabrics were chosen; we await the final cost from the vendor. We also discussed the Capital Reserve Study contract with Engberg Anderson, which came in at a lower cost than we expected \$5500 rather than the expected \$7000. We voted to recommend that the Board accept the contract and move ahead with the CRS.

b. **Human Resources** (Chair: Graziano, Members: Jerch and Shaul) Committee is working on drafting Library Director job posting, interview questions, and exit interview procedures. Kudos to Bailey and O'Hara for their invaluable help.

(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: Bailey, 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. Interim Director discussion deferred to executive session at end of meeting.
- b. Intergovernmental Agreement with School District 65: Jerch moved and Heintzelman seconded a motion to approve the IGA with District 65; all voted aye.
- c. Intergovernmental Agreement with School District 115: Jerch moved and Shaul seconded a motion to approve the IGA with District 115; all voted aye. Bailey noted that the boards of both districts will approve their respective IGA's at their August board meetings.
- d. Programming Summary for FY2021-2022: Fifhouse reported that she had completed an analysis of what works and what doesn't as we move toward a post-pandemic world. Her department will try more all-ages and crossover programs. Hybrid events are going to be dialed back due to the amount of work needed to stage them successfully.
- e. Contract for Capital Reserves Study: This was discussed and budgeted for last FY but we made the decision to put it off until the current FY22-23. As noted above, the contract cost was actually less than was budgeted. If accepted the work can take place within the next month or two and will include status of physical building and systems as well as a recommended replacement schedule. B&G recommended that the Board accept the contract. Jerch moved and Hayes seconded a motion to accept the CRS contract with Engberg Anderson for the amount of \$5500; all voted aye.
- f. Contract for new firewall servers: Funds for this project were also budgeted for the current FY22-23. The contract from Computer View Inc. is for \$15,290 for machinery and installation. Shaul moved and Meierhoff seconded a motion to accept the contract with Computer View Inc. for firewall machinery and installation in the amount \$15.290; all voted aye.
- g. Safe Child Policy: Our current policy about unattended children was weak. Jarvi updated the policy after consultation with other libraries and included what is now considered standard policy. Meierhoff moved and Heintzelman seconded a motion to approve the new Safe Child Policy; all voted aye.

9. Old Business:

Capital Project update: We recently learned that the History Museum no longer wants to pursue the acquisition of the old PNC Bank property across the street. (*sigh*)

10. Director's Report: Bailey began by saying that it's been an honor to work for and lead the Lake Bluff Library for 17 years. He feels that we have a bright future ahead and that he intends to work hard to ease the handoff to the Interim Director. He also generously offered to continue to be a resource for us and our organization even as he takes over in his new position as Director of the Waupaca Public Library. Thank you, Eric!
In addition, Bailey said that we took 2nd place in our category of community organizations for the 4th of July parade (the crowd loved our balloons!). Lastly, our stats program, Springshare, has a known bug that is being fixed, and that resulted in a wonky circulation report. The total circulation for the month was ~9000.

11. Executive Session(s): Meierhoff moved and Shaul seconded a motion to enter Executive Session; all voted aye. Executive Session began at 8:25 pm. The purpose of this session was to discuss the mechanics of the Director Search Process and Interim Management/hiring of an Interim Director. Shaul moved and Heintzelman seconded a motion to end Executive Session; all voted aye. Executive Session ended at 8:54 pm.

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. (added as an amendment to July minutes at the August meeting)

Executive sessions are for:

a. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 and in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (21)

b. Discussion of the appointment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (1)

12. Any and all other business which may properly come before the Board: There was none.

13. Adjournment: Shaul moved and Hayes seconded a motion to adjourn; all voted aye. Meeting was adjourned at 8:56 pm.

Respectfully submitted,

Janie Jerch