

Lake Bluff Public Library
Library Board of Trustees Meeting
Tuesday, November 15, 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, and Zaute were present; Trustees Graziano and Hayes were absent. Also present were Library Employees O'Hara, Chapman, and Jarvi, and Fifhause, Bettina O'Connell from the Village of Lake Bluff, and Renee Grassi, our incoming Library Director.

2. Additions & Corrections to the Agenda: Meierhoff asked that we go into Executive Session briefly at the end of the meeting.

3. FY 2021-2022 Audit: Ms. O'Connell stated that according to the Independent Audit Report done by Sikich & Co, we were given the highest standard possible for our financials. She noted that our financial condition has strengthened, our income was greater than our expenses, expenditures did not exceed the budget, and our net position increased to \$2.1 million. Other than two major outlays (HVAC in 2017, roof in 2019), our income and expenses have been consistent over the past 5 years. We discussed the tax levy for the upcoming FY 2023-2024. The Village Board has approved a 5% tax levy increase, the maximum allowed by PTELL. Zaute asked if any of our service contractors have CPI escalator clauses. Horner said she would ask Shaun Kelly of Engberg Anderson to take a look at that, as he is working on a Building Review.

Zaute moved to approve the FY 2021-2022 Audit Report; Shaul seconded, all voted aye. Zaute also stated that the members of the Finance Committee at their last meeting decided to follow the lead of the Village and also ask for a 5% tax levy increase. Zaute moved to approve a 5% tax levy increase for the Lake Bluff Library for FY2023-2024, Heintzelman seconded; all voted aye.

4. Opportunity for Public to Address the Board: Chapman reminded us that the upcoming Mini-Golf event, part of "It's a Wonderful Life in Lake Bluff", will take place on Dec. 3 from 11-4, in partnership with the Friends of the Library and the Chamber of Commerce. Helping hands will be welcome, especially during set-up and tear-down. The Library's regular services will not be available all day on Dec. 3.

5. Approval of Minutes: Meierhoffl moved to approve the minutes of the Oct. 18th meeting; Shaul seconded; all voted aye.

6. October 2022 Financial Reports: Detailed Balance and Revenue/Expense

We have now received 81.19% of our expected tax revenues from the County; passport revenue continues to grow and will likely surpass projected revenues by the end of this month; a 50% deposit on the furnishings for the Stroh Reading Room was issued to Library Furnishings International for approximately \$7K; we are right on track with our budget as we have expended about 50% of our budget at the midpoint of the current fiscal year. Zaute moved to approve the October 2022 financial reports; Heintzelman seconded; all voted aye.

7. Approval of October 2022 monthly checks # 15387, 15389-15417: There were no unusual checks this month other than reimbursements for costs associated with the Library Director search. Shaul moved to approve the October 2022 checks; Zaute seconded; all voted aye.

8. Committee Reports:

(Met)

a. **Finance:** (Chair: Hayes, Members: Meierhoff and Zaute) Zaute reported reviewing payments for the Stroh Reading Room, considered costs of furnishing and voted to proceed with a 50% deposit to LFI, and reviewing tax levy scenarios at their most recent meeting.

b. **Human Resources:** (Chair: Graziano, Members: Jerch and Shaul) Jerch reported that October was a very busy month for the HR committee and those who helped, most notably, Bill Hayes, Jon Heintzelman, Martha O'Hara, and Anna Fifhouse. Special thanks to Graziano and Shaul for keeping everything organized and running smoothly during the Library Director search.

c. **Special Topics** (*ad hoc*) (Chair: Meierhoff, Members: Jerch, Shaul, Claire Abrahamson) Meierhoff reported that this committee has met twice since the Oct. 10 incident and that both times Library attorney Mark Ritzman was present. Claire Abrahamson is a community member, a parent of young children, and also a member of the Friends of the Library, who volunteered to participate in our ongoing response to the incident of Oct. 10 in which a patron violated computer policy. The patron has been indefinitely suspended from using the library with a possible review of the suspension in one year. The committee also discussed possible revisions to our policies on computer, wi-fi, and internet usage, as well as moving the two computers currently on the main floor by the old entrance to a new location. Heintzelman and Meierhoff will look through our bylaws to see what is relevant to this situation, and a B&G meeting was scheduled for Thursday, Nov. 17 at 10:30 am in the library to discuss where to place the computers.

(Did not meet)

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

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

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

g. **Community Engagement:** (Chair: Graziano, Members: Jerch)

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

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

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

9. New Business: Property Tax Levy for FY2023-2024: This was discussed and voted upon during item 3, discussion of the FY2021-2022 audit.

10. Old Business: In the Foundation Report, Meierhoff stated that the Library Foundation will be a beneficiary of the Stroh Trust, which will begin distribution as early as January. Also, the Foundation gave \$10,000 to the Library to help cover the cost of furnishings for the Stroh Room.

11. Interim Director's Narrative Report: Horner reported that the Library staff is experiencing burnout fatigue as a result of being one FTE short-handed, programming and services being in higher demand, and Covid and other illnesses taking their toll. She also said that Friday's staff in-service will concentrate on DEI (Equity, Diversity, and Inclusion). Meierhoff said that we need to take a serious look at stresses on our staff members and how much outreach we can realistically do.

12. Executive Session: Jerch moved to go into Executive Session; Heintzelman seconded; all voted aye. This session began at 8:30, with only the trustees present, to discuss the terms of employment of our candidate for the new Library Director. Zaute moved to leave Executive Session; Heintzelman seconded; all voted aye. Executive Session ended at 8:40.

Ms. Renee Grassi was brought back into the meeting and informed that the Board of Trustees had approved her employment, and that a press release would be imminent. We all offered our congratulations, and are eagerly anticipating having Renee being part of our Library team.

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

14. Adjournment: Shaul moved to adjourn the meeting, Zaute seconded; all voted aye. Meeting was adjourned at 8:45 pm.

Respectfully submitted,

Janie Jerch