

**Lake Bluff Public Library**  
**Library Board of Trustees Meeting**  
**Tuesday, October 18, 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 7:01 pm. Trustees Meierhoff, Graziano, Hayes, Jerch, Shaul, and Zaute were present; Trustee Heintzelman was absent. Also present were Library Employees O'Hara, Chapman, and Jarvi, and Fifhouse; Library Legal Counsel Mark Ritzman, and community member Alisha Tafoya. There were three more members of the community in the chat room, but all declined to identify themselves and declined the opportunity to speak. All but Horner were present via Zoom.

**2. Opportunity for Public to Address the Board:** Alisha Tafoya spoke via Zoom for the allotted 5 minutes about the October 10<sup>th</sup> incident she experienced with her daughter and niece seeing upsetting images on an adult patron's computer screen. The patron was inappropriately using a library computer in violation of Library Computer Use Policy. A staff member asked the patron to leave as soon as the situation was discovered. Both Meierhoff and Horner expressed how sorry we all are that Ms. Tafoya and her daughter and niece experienced such an unpleasant and clearly upsetting incident in our Library, which we consider to be a safe, family-friendly community gathering place, and emphasized that this was the first such problem we have experienced in many years.

A lengthy discussion that included Mark Ritzman ensued. Horner gave a synopsis of the incident and how staff members responded. Trustees asked many questions about the incident itself, the staff follow-up so far, interaction with the police department, details about our Computer Use Policy, and using our Ad Hoc Committee to consider whether or not our Policy needed any revision. Ritzman felt that our existing Policy has an excellent provision to allow the Library to take action barring the patron from the building; much of the discussion centered around how long the patron would be barred, with one year an option. Ms. Tafoya asked why we would consider letting the patron back in after only one year, and asked for further opportunity to be involved in upcoming conversations about this issue.

Mr. Rickman signed off from the Zoom meeting at 8:15 pm. Meierhoff then asked each trustee to individually respond to the incident and the Board response, which each of us did. We came to the decision to suspend the patron from the Library building and property indefinitely, and to review the case after one year. We returned to the agenda items at 8:44.

**3. Approval of Minutes:** Shaul moved to approve the minutes of the Sept, 20<sup>th</sup> meeting; Meierhoff seconded; all voted aye.

**4. September 2022 Financial Reports: Detailed Balance and Revenue/Expense**

Passport revenues continue to be strong, as the past month set a record for number of passport applications processed. We have expended 42.09% of our yearly budget, so we are right on track. Since we are no longer collecting overdue fines, the line item listed as *rental fines* is mostly replacement costs for lost or damaged items from our collection. The reserve fund balance is \$434,270.51. Hayes moved to approve the September financials; Zaute seconded; all voted aye.

**5. Approval of September monthly checks:** Horner identified two checks that were unusual in the monthly check roster. Hayes moved to approve the September monthly checks; Shaul seconded; all voted aye.

## **7. Committee Reports:**

### **(Met)**

a. **Human Resources:** (Chair: Graziano, Members: Jerch and Shaul) Graziano expressed heartfelt thank you's to all the trustees who participated in the first round interviews (all participants were on Zoom) and reported that we are moving forward to second interviews with three of the candidates. The schedules and logistics of the second interviews are being planned and set up. (HR will meet immediately after this Board meeting adjourns this evening.) We will be checking references for the three candidates and plan to include the Library Staff in the process and share their inputs. Our goal is to have a new director begin on December 1.

### **(Did not meet)**

- b. **Building & Grounds** (Chair: Jerch, Members: Meierhoff and Shaul)
- c. **Finance:** (Chair: Hayes, Members: Meierhoff and Zaute)
- d. **Bylaw and Policy:** (Members: Heintzelman and Meierhoff)
- e. **Campaign Planning (AD HOC):** (Members: Heintzelman, Meierhoff, and Jerch)
- f. **Community Engagement:** (Chair: Graziano, Members: Jerch)
- g. **Request for Reconsideration (AD HOC):** (Members: Heintzelman, Jerch, Meierhoff and Shaul)
- 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)

**8. Adjournment:** As it was late, the rest of the agenda was tabled. Jerch moved to adjourn the meeting, Zaute seconded; all voted aye. Meeting was adjourned at 9:01 pm.

Respectfully submitted,

Janie Jerch