

**Lake Bluff Public Library
Library Board of Trustees Meeting
Tuesday, September 20th, 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 7:04 pm. Trustees Meierhoff, Graziano, Hayes, Heintzelman, Jerch, Shaul, and Zaute were present. Also present were Library Employees O'Hara, Chapman, and Jarvi.

2. Additions & Corrections to the Agenda: Shaul asked to talk about a community event under New Business.

3. Opportunity for Public to Address the Board: Chapman reminded everyone that the Lake Bluff Birthday Bash would be happening at Blair Park on Saturday.

4. Approval of Minutes: The amount of our reserve fund at the last meeting, given during the Financial Report, was \$434K, not \$34K. Heintzelman moved and Hayes seconded the motion to accept the amended minutes of Aug. 16th; all voted aye.

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

As noted above, the reserve balance is \$434K. We received another \$49K in property tax payments, and the State Per Capita Grant was received in the amount \$8283.60. Horner noted that revenue from passports is lower, but still strong, and that 38.85% of our budget has been expended, which is on track for the year's spending. Meierhoff mentioned that we need a better system for keeping track of both donations for and payments done for work on capital improvements, particularly on the Stroh Reading Room. Jerch moved and Hayes seconded a motion to approve the August financial reports; all voted aye.

6. Approval of August monthly checks

With the plumbing issues we experienced in August which necessitated immediate replacement and repairs of two toilets, a total of \$2856.37 in checks were issued. No other checks were unusual. Shaul moved and Heintzelman seconded a motion to accept the August monthly checks numbered 15330, 15332-15359; all voted aye.

7. Committee Reports:

(Met)

a. **Building & Grounds** (Chair: Jerch, Members: Meierhoff and Shaul) Met on Sept. 9 at the Stroh Room with Shaun Kelly (Engberg Anderson) and Jason Perkunas (SMC Construction Services) to go over the punch list; they also told us that the \$8025 construction contingency was not used. Engberg Anderson has sent representatives to the Library to begin the Building Review process. Horner has an updated invoice from LFI that reflects installation of a power source to be included in the study table. We will need to address the replacement of a third toilet at our next meeting. Hayes asked for a statement of costs for the Finance Committee; Horner and Meierhoff will ask Shaun Kelly about that.

b. **Finance:** (Chair: Hayes, Members: Meierhoff and Zaute) Met to discuss plumbing problems and costs, SRR costs and donations, and decide upon a salary range for the Director position; \$90-105K was the decided-upon range.

c. Human Resources (Chair: Graziano, Members: Jerch and Shaul) Met on Aug. 30 to begin preparing to interview Director candidates. We asked for a listing of employee benefits to share with interviewees. Applications are still coming in; O'Hara is helping us to retrieve them.

(Did not meet)

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. New Business:

a. Trustee Elections: Terms are ending for Heintzelman, Jerch, and Meierhoff. Information was given for any seeking another term or to run for any openings. VotLakeBluff will host candidates for the Library Board on Dec. 5, 2022, for the April 2023 municipal elections.

b. Closings for the Calendar Year 2023: Horner proposed the same calendar as 2022, but asked about Juneteenth, which is now a national holiday. We decided to stay open on June 19 this year and re-evaluate in a year. We also determined to close at 2 pm on Wed. Nov. 22 (day before Thanksgiving). Zaute moved and Meierhoff seconded a motion to accept the agreed-upon calendar; all voted aye.

c. Board Meeting Dates for 2023: We will meet the third Tuesday of each month with the exception of November, in which we will meet Tues. Nov. 14 (2nd Tuesday) to accommodate Thanksgiving. Jerch moved and Shaul seconded a motion to accept the calendar as listed; all voted aye.

d. Library Closure for Staff In-Service and for the Mini-Golf that will be a part of 'It's A Wonderful Life' on November 18 and December 3, respectively. Hayes moved and Zaute seconded a motion to close for the two special events on Nov. 18 and Dec. 3; all voted aye.

e. Horner said six study tables on the first and second floors are delaminating and need to be replaced. She will look into pricing.

f. Shaul reported that Lindsay Bornhold has been elected the new President of Friends of the Library, and that their meeting schedule will likely change to weekday evenings, 4-5 times a year, rather than monthly on Saturday mornings. She also reported that the March Forth group will be having a rally and walk for gun safety this Thursday at 5:30 pm and will pass by the Library.

9. Old Business: Nothing new to report with the Capital Project, but Meierhoff will get a meeting together to discuss a fall campaign.

10. Director's Report: The Fall Story Walk has begun; O'Hara has started a 'document retention' project; both Anna Fifhouse and Abby Ecklund have started classes with their MLS programs.

11. Executive Session(s): None

12. Any and all other business which may properly come before the Board: None

13. Adjournment: Shaul moved and Hayes seconded a motion to adjourn; all voted aye. Meeting was adjourned at 8:52 pm. Good job running the meeting, Ms. Horner!

Respectfully submitted,

Janie Jerch