

Lake Bluff Public Library
Board Library Trustees SPECIAL MEETING Minutes
Thursday, June 21, 2018 at 1:00 PM
 123 E. Scranton Ave, Lake Bluff, IL, 60044

1. Call to Order: President Kathy Meierhoff called the meeting to order at 1:00 pm. Present were Trustees Scot Butler, Kate Jackson, Janie Jerch, Carl Schons, Cal Stroh, and Library Director Eric Bailey. Also present were Mr. Jon Heintzelmann and Mr. Don Souhrada of Ter Molen Watkins & Brandt, LLC. Absent was Trustee Tim Kregor.

2. Additions & Corrections to the Agenda: There were none.

3. Opportunity for Public to Address the Board: None present.

4. Presentation of the Feasibility Study by Mr. Souhrada:

Souhrada began his remarks with thanking the Library Board for a two-year partnership that was time well spent in looking at *all* possibilities, with special thanks to Bailey for setting up numerous interviews. He then gave a brief recap of the work done by TWB and the Library Board and the documents provided as a result of the Feasibility Study. Finally, he outlined the conclusions and recommendations, and followed with most of the time devoted to answering questions.

Recommendations are that the Library pursue an 18-month campaign with the goal of raising \$1 million. This allows a *beginning to a fund-raising culture* for the Lake Bluff Public Library while sending a message to the community that we are serious about raising funds to improve our building and enhance our mission. Souhrada and Heintzelmann both feel that this campaign can be a step toward raising a larger amount of money, but the campaign must begin quickly to keep the momentum going.

The first step will be the establishment of a Lake Bluff Library Foundation with carefully chosen members. Once established, the Foundation will “own” the campaign and will be in control of all decisions; the campaign will be out of the hands of the Library Board. Note that if we embark upon this campaign now, it will coincide with the centennial of the Library’s founding; the campaign could be part of the centennial celebration.

Souhrada gave the board a proposal for TWB to serve as the LBPL fundraising counsel, since outside counsel will be needed. He believes that an initial six-month engagement of services will enable the campaign to generate significant traction, maintain momentum, and serve as a model for future fundraising for the LBPL. Their fee would be \$6,000 per month for a total fee of \$36,000 for the initial six-month engagement.

Souhrada also noted that a significant amount of Bailey’s time will need to be spent on this, necessitating some of his duties to be handed off to others during the campaign. After much discussion, the board felt that our questions had been answered, and Don and Jon left at 2:40.

5. Final thoughts and discussion: Meierhoff asked each board member to share their thoughts, which we did. It was decided to move forward with establishing the Foundation. Meierhoff will keep the Village and Friends of the Library informed of our progress, and the B&G committee will meet to look over the construction plans again.

6. Adjournment: Schons moved and Jackson seconded a motion to adjourn the meeting; all voted aye. The meeting was adjourned at 3:15pm.

Respectfully Submitted, Janie Jerch