

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting Minutes**  
**Tuesday, March 31, 2020 at 7:00 PM**  
123 E. Scranton Ave, Lake Bluff, IL, 60044

Notice: This meeting of the Lake Bluff Library Trustees was held without a quorum of Trustees physically present. The Trustees conducted the Board meeting 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 prior to the meeting so that members of the public could log in.

1. **Call to Order:** Library Director Eric Bailey called the meeting to order at 7:01 pm. Present were Trustees Scot Butler, Bill Hayes, Jon Heintzelman, Kate Jackson, Janie Jerch, Kathy Meierhoff, and Cal Stroh. Library Employees Martha O'Hara, Jillian Chapman, and Eliza Jarvi were also present.
2. **Additions & Corrections to the Agenda:** Bailey asked that a brief overview of the COVID-19 Information and Response be considered and discussed under New Business; no action needed. He noted that under the Governor's guidelines, we should act only on time-sensitive decisions.
3. **Opportunity for Public to Address the Board:** Martha O'Hara graciously stated how much she appreciates working for an organization that values staff and patron health and safety; that she took it for granted before, but is now more grateful than ever for her organization and colleagues. Thank you, Martha!
4. **Approval of Minutes:** Heintzelman moved and Butler seconded a motion to approve the minutes of February 18, 2020; all voted aye.
5. **February 2020 Financial Reports:** Bailey noted that the reports were unusual due to the ongoing shelter in place order. The demand for e-books is up but though wait times can be long, they are no worse than usual. Staff is looking to purchase more e-books to increase availability. Both Hoopla and Canopy (streaming video services) have increased capacity. Stroh moved and Butler seconded a motion to approve the February 2020 Detailed Balance and Revenue/Expense Report; all voted aye.
6. **Approval of February 2020 Checks:** Bailey noted that some checks for cancelled programs were written but not distributed; the Library will hold them until the programs are re-scheduled and have taken place. He also noted that landscaping services are ongoing but inside cleaning is suspended for the time being. A deep clean will be scheduled just before re-opening. Stroh moved and Heintzelman seconded a motion to approve the February monthly checks numbered 14320-14326, 14329-14351; all voted aye.
7. **Committee Reports:**
  - (Met)
    - a. **Finance** (Chair: Hayes. Members: Butler and Meierhoff) Hayes said that they met to go over a draft of the budget for FY 2020-2021.
  - (Did Not Meet)
    - b. **Human Resources** (Chair: Butler. Members: Heintzelman and Jerch.) There was no meeting since Feb. 10, although Butler reported reaching out several times to Trustees for input, and that he will wait until Friday, then complete the review. Meierhoff suggested that in order to maintain the timeline, the committee should have a virtual HR meeting, then meet virtually with Butler and Bailey to deliver the evaluation.
    - c. **Building and Grounds** (Chair: Jerch. Members: Meierhoff and Stroh.)
    - d. **Bylaw and Policy Committee:** (Chair: Stroh. Members: Heintzelman.)
    - e. **Intergovernmental** (Chair: Bailey. Members: Jackson and Stroh)
    - f. **Long Range Planning** (Chair: Heintzelman. Members: Hayes and Jackson.)
    - g. **Outreach / Community Engagement** (Chair: Jackson. Member: Jerch.)

**8. New Business:**

- a. Final reading of the Budget for FY2020-2021 took place. Bailey noted that we are moving toward an auto-renewal system and will soon be going fine-free, a move that has been met with great success in other libraries, including the Chicago Public Library system. Stroh moved and Heintzelman seconded a motion to accept the budget for FY2020-2021; all voted aye. The budget passed.
- b. We are well situated to deal with any issues relating to the COVID-19 Response, since the By-laws have provisions built in for emergencies.

**9. Old Business:**

- a. Capital Project Update: The folders and prospectuses have been sent to the printer. Vogue Printing generously discounted the cost and are now considered donors. Thanks to Vogue Printing and to Martha! Jillian Chapman and Martha O'Hara did a beautiful job on the design; Heintzelman said they were some of the best he's ever seen. Kudos to you both!

**10. Director's Report Highlights:**

- The new Library website is close to ready, with an April 15 launch date targeted.
- Chapman has rolled out the Seed Library and spearheaded the Victory Garden idea to the community.
- Two new Youth Services staff members were hired just prior to the building closing, Jazmine Negrete and Mary Webber. We look forward to meeting them both!
- The Lake Forest Leader has gone out of business, with the owners ceasing all operations. This is a loss to the community and to the Library as well, since they provided many great stories about our activities over the last several years.
- Chris Letchinger is not doing well, and friends have asked that we send her cards and messages.

**11. Executive Session:** There was none.

**12. Any and All Other Business which may properly come before the Board:** Butler thanked Eric for setting up this meeting and for keeping us all so well-informed; we all agreed. Kudos to Eric and the entire Library staff!

**13. Adjournment:** Stroh moved and Heintzelman seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:31 pm.

Respectfully Submitted,

Janie Jerch