

September 15, 2020 Board Meeting

agenda

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1,2	CTO, Additions (2 minutes)(7:02pm)	
	Document Summary	1A
	Agenda	2A-2B
3	Opportunity to Address Board (5 minutes per community member)(7:07pm)	
4	Consent Agenda	
	Minutes of August 18, 2020 Board of Trustees Meeting (action)(2 minutes)(7:09pm)(available at meeting)	3A-3B
5	Financial Reports (White and Yellow) (5 minutes)(7:14pm)	
	August Detailed Revenue & Expense Report (action)(available at meeting)	4
	August Detailed Balance Sheet (action)(available at meeting)	5
6	Approval of Checks (Green) (5 minutes)(7:19pm)	
	August Check Disbursement Report (action)(available at meeting)	6
7	Committee Reports (10 minutes)(7:29pm)	
8	New Business	
	Closings for Calendar Year 2021 (action)(5 minutes)(7:34pm)	7A
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9	Old Business	
	Capital Project Update (5 minutes)(7:44pm)	
10	Director's Report (5 minutes)(7:49pm)	
	Librarian's Narrative Report	9A-9B
11	Executive Session(s)	
12	Any and All Other Business ...	
13	Adjournment (1 minute)(7:50pm)	
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Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, August 18th, 2020 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044

NOTICE: The meeting of the Board of Library Trustees of the Lake Bluff Public Library will be held without a quorum of Trustees physically present. The Trustees will conduct the Board meeting with Trustees attending remotely via electronic means. This method of conducting the Board meeting is authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020).

In keeping with guidelines on meetings and social distancing, there will be no physical gathering of Trustees or the Public at the Library. The meeting is open to attendance by the public by the following:

Join Zoom Meeting

<https://zoom.us/j/98652265659?pwd=ZzBMMEkzK2tjNUVMWVExaIFMYXhYQT09>

Meeting ID: 986 5226 5659

Passcode: 444605

One tap mobile

+13126266799,,98652265659#,,,,,0#,,444605# US (Chicago)

+16465588656,,98652265659#,,,,,0#,,444605# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

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+1 301 715 8592 US (Germantown)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 986 5226 5659

Passcode: 444605

Find your local number: <https://zoom.us/u/ac96eiz29a>

Questions related to the Library agenda can be sent before or during the meeting to Eric Bailey ebailey@lakeblufflibrary.org The meeting will be recorded, with the recording made available through the Library's website. For any questions, please contact Library Director Eric Bailey at 847-401-4952 or ebailey@lakeblufflibrary.org

1. **Call to Order (7:00pm)**
2. **Additions & Corrections to the Agenda (2 minutes)(7:02pm)**
3. **Opportunity for Public to Address the Board (5 minutes)(7:07pm)** (limit 5 minutes per person per meeting)
4. **Approval of Minutes**
 - a. Approval of Minutes of July 21st, 2020 Board Meeting **(action)(2 minutes)(7:09pm)**
5. **August 2020 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:14pm)**
 - a. August Detailed Revenue & Expense Report **(available at meeting)**
 - b. August Detailed Balance Sheet **(available at meeting)**
6. **Approval of checks (Green Pages) (5 minutes)(7:19pm)**
 - a. August Monthly Checks (xx-xx)**(action)**
7. **Committee Reports (10 minutes)(7:29pm) (Did Not Meet)**
 - a. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Meierhoff, and Stroh.)
 - b. Bylaw and Policy Committee (**CHAIR:** Stroh. **MEMBERS:** Heintzelman.)
 - c. Finance Committee (**CHAIR:** Hayes. **MEMBERS:** Butler, and Meierhoff.)
 - d. Human Resources Committee (**CHAIR:** Butler. **MEMBERS:** Heintzelman and Jerch.)
 - e. Intergovernmental Committee (**CHAIR:** Bailey. **MEMBERS:** Stroh.)
 - f. Long Range Planning Committee (**CHAIR:** Heintzelman. **MEMBERS:** Hayes.)
 - g. Outreach Committee (**CHAIR:** Butler. **Members:** Jerch.)
8. **New Business**
 - a. Closings for Calendar Year 2021 **(action)(5 minutes)(7:34pm)**
 - b. Meeting Dates for Calendar Year 2021 **(action)(5 minutes)(7:39pm)**
9. **Old Business**
 - a. Capital Project Update **(5 minutes)(7:44pm)**
10. **Director's Report (5 minutes)(7:49pm)**
 - a. Director's Narrative Report
11. **Executive Session(s)**
 - a. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 and in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (21)

- b. To discuss the appointment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (1)

12. Any and all other business which may properly come before the Board

13. Adjournment (1 minute)(7:50pm)

Attachments:

Friends Meetings for 2020

Survey Results

Closings for Calendar Year 2021

Meeting Dates for Calendar Year 2021

Upcoming Board Meetings: September 15, October 20, and November 17, 2020.

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, August 18th, 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 7:03 pm. Present were Trustees Scot Butler, Bill Hayes, Jon Heintzelman, Janie Jerch, Kathy Meierhoff, and Cal Stroh. Library Employees Martha O'Hara, Katie Horner, Gilbert the Cat, and Jillian Chapman were also present. Trustee Butler recently moved outside of the Lake Bluff Public Library District and is no longer eligible to be a Trustee, so we all said our goodbyes and he signed off.
2. **Additions & Corrections to the Agenda:** Bailey asked that we move item 8a, the Vote of Thanks to Scot Butler, to item 3, and to add that we need to recruit two new board members, discussion to be added to New Business.
3. **Opportunity for Public to Address the Board:** Stroh asked about apps that access news articles through the Library website; it's called Proquest. Meierhoff spoke about voting by mail and early voting opportunities. Heintzelman moved and Stroh seconded a motion to adopt a formal Vote of Thanks to Scot Butler for his invaluable service to the Lake Bluff Library; all voted aye.
4. **Approval of Minutes from May 18, 2020:** Bailey noted that the minutes misstated information about programs in item #5. There have been programs, just not as many as usual, and the newsletter has been shorter. The secretary will make the needed changes. Stroh moved and Heintzelman seconded a motion to approve the minutes of August 18, 2020 as amended; all voted aye.
5. **July 2020 Financial Reports:** Bailey noted that more property tax monies came in, and that we're over budget on patron and staff software because of going digital, but that these expenses are reimbursable through the FEMA and CARES acts, and that the net of revenue/expenses is solid. We don't yet know that's ahead, but having a cushion is a positive.
6. **Approval of July 2020 Checks:** No discussion was needed as checks were straightforward. Heintzelman moved and Hayes seconded a motion to accept the July 2020 checks numbered 14468-14498, all voted aye.
7. **Committee Reports:** Surprise! No committees met this month either! We noted that with Butler no longer a trustee, we have some holes in our committees as well.

(Did Not Meet)

- a. **Building and Grounds** (Jerch, Meierhoff, and Stroh.)
- b. **Bylaw and Policy Committee:** (Stroh and Heintzelman.)
- c. **Finance** (Hayes and Meierhoff)
- d. **Human Resources** (Heintzelman, and Jerch.)
- e. **Intergovernmental** (Bailey, Meierhoff, and Stroh.)
- f. **Long Range Planning** (Heintzelman and Hayes.)
- g. **Outreach / Community Engagement** (Jerch. I'm lonely.)

8. New Business:

- a. Vote of Thanks for Scot Butler completed in Agenda item 3#.
- b. Heintzelman moved and Stroh seconded a motion to adopt a formal Vote of Thanks to Marlene Scheibl from the Village of Lake Bluff for her outstanding service to the Lake Bluff Library's accounting, audit preparations, and good advice. All voted aye.
- c. Heintzelman moved and Stroh seconded a motion to accept the D65 Agreement Renewal; all voted aye. This will go before the D65 Board in September for their approval.
- d. Meierhoff moved and Stroh seconded a motion to accept the D115 Agreement Renewal; all voted aye. The D115 Board will also have to approve it, but we haven't heard from them as of yet.
- e. Recruitment of new Trustees has become more urgent, as we now have two vacancies. Bailey will poll the five current Trustees as to what we'll be looking for in character, disposition, and skill sets. The candidates will have to agree to run for election in April of 2021, and the VoteLB group will begin vetting candidates in December 2020, so the candidates will have to be ready to jump right in! We will also enlist the Friends of the Library in the search for possible nominees.

9. Old Business:

- a. Values Statement: Upon discussion, it was agreed that we should replace the word "entertainment" with "enrichment" in the first line of the Values Statement. Stroh moved, and Meierhoff seconded, a motion to adopt the Values Statement as amended; all voted aye.
- b. Capital Project Update: The prospectus and folders have arrived and look great; Trustees are encouraged to stop by and have a look.

10. Director's Report Highlights:

- Programs continue with great success, albeit mostly remotely.
- Kudos to Martha O'Hara and Jillian Chapman for the ALA PR Xchange award they received from the American Library Association for their stellar work on the Summer 2019 issue of the Library Quarterly!
- Bailey and Chapman met with Kathy O'Hara, Adrienne Fawcett, and Deb Fischer to discuss the future of "Lake Bluff Strong" and consider the possibilities of its continuation as a vehicle for community publicity and news.
- Bailey expressed gratitude to the Lake Bluff Library family for the gifts received upon the arrival of Baby Samuel. Eric, you are more than welcome!

11. Executive Session: There was none.

12. Any and All Other Business which may properly come before the Board: There was none. Either that, or I was asleep.

13. Adjournment: Stroh moved and Heintzelman seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:53 pm.

Respectfully Submitted,

Janie Jerch

Proposed Library Closings for Calendar Year 2021

New Year's Day - Friday, January 1, 2021

Easter – Sunday, April 4, 2021

Memorial Day – Sunday, May 30 and Monday, May 31, 2021

Closed all Sundays Memorial Day weekend until after Labor Day weekend.

Independence Day – Sunday, July 4, 2021

Labor Day – Monday, September 6, 2021

Thanksgiving – Thursday, November 25, 2021

Christmas Eve – Friday, December 24, 2021

Christmas Day – Saturday, December 25, 2021

New Year's Eve – Friday, December 31, 2021

New Year's Day – Saturday, January 1, 2022

Respectfully submitted,

Eric Scott Bailey

Board Meeting Dates for Calendar Year 2021

January 19, 2021

February 16, 2021

March 16, 2021

April 20, 2021

May 18, 2021

June 15, 2021

July 20, 2021

August 17, 2021

September 21, 2021

October 19, 2021

November 16, 2021

December 14, 2021 (Second Tuesday)

All dates are the third Tuesday of the month unless otherwise indicated. Meetings to be held at the Library at 7:00pm.

Respectfully submitted,

Eric Scott Bailey

Director's Report – September 2020

Programming

- Adult Programming
 - Preparation for Read Between the Ravines 2021, including selecting the book and author, is underway. Jillian Chapman continues to do a great job on this joint program with Lake Forest Public Library.
 - Digital Knitwits, an online knitting group, continues to meet on Thursday evenings.
 - Maxwell Gregory shared with the Library videos 'How to Make Buttermilk Banana Bread' and 'How to Make Vegan Matcha Chocolate Chip Cookies.'
 - Monthly trivia programs are continuing.
 - We partnered with Elaine Madansky of Elawa Farms on a 'How to Harvest and Store Your Vegetables' video.
- Youth Programming
 - Storytime took a one-month break in August, and will be returning in September.
 - Eliza Jarvi reports that our grab-and-go and on-the-fly crafts and projects have been very popular since we reopened, and is hoping to offer more in this vein.
 - Teen Advisory Board continues to meet virtually.
 - 'Family Pajama Storytime' continues to meet on Wednesday nights.

REALM 4 Test Results from Battelle Labs

On September 3rd the fourth set of study results from the REALM (Reopening, Archives, Libraries, and Museums) study undertaken as a partnership between Battelle Laboratories and the American Library Association (ALA) were released. These showed that if materials were stacked the lack of air contact resulted in measurable amounts of COVID-19 after 6+ days. After review and discussion, we have opted to extend the quarantine time for returned items to 7 days. Anna Fifhouse has done an excellent job as our point person monitoring relevant studies.

Remote Learning and Homeschool Resource Page

During August, we were contacted by community members doing homeschooling and facing the challenges of remote learning. Only about half of District 65 students can be on-site at any given time, and the spots are at a premium. Anna Fifhouse gathered information on the many resources we have available for families working with remote learning or homeschooling, which Martha O'Hara is putting into a new page for the website.

New Stats Reports

Staff member Anna Fifhouse is getting us set up with new reporting software, using the LibInsights software available through our subscription to Springshare.

Storywalk

In cooperation with the Chamber, local businesses, and Artists on the Bluff we will be doing a Storywalk during 'It's a Wonderful Life...In Lake Bluff' this year. Pages from the story book *Snowmen at Night* by Caralyn Buehner will be shared through downtown Lake Bluff, and art that reflects the scenes and themes from the book will be shared on store fronts.

Service for Forest Bluff Montessori School

Forest Bluff Montessori School has fully reopening for in-person classes, with a continued interest in making use of Library collections. Eliza Jarvi, as Head of Youth Services, has done an amazing job working with the School to explain our limitations and maximize what we're able to offer.

Sora

Sora is the student reading app from Overdrive, and School District 65 will be using it to offer a selection of ebooks and eaudiobooks. After discussion with representatives from the school and Overdrive, we will be connecting our own Overdrive collection so that our selection will be available to students through Sora. This will streamline access to what is available for students.

Laptops

Before the world went a bit sideways, we had planned to begin offering laptops for in-house use on March 31, 2020. As we restored computer service to the public, the laptops have been rolled out and made available at last. Katie Horner made the necessary adjustments to procedure originally drafted in March and ensured that staff were fully trained.

Returning Services

We are working on restoring voter registration and notary services, as well as adding additional hours that we are open to the public. Curbside service is a labor intensive part of our service, and being open to the public has added challenges. I cannot say enough about how hard staff are working to maximize service available to the community.

Survey

At the end of August, Martha O'Hara assembled and distributed a brief survey regarding what services and added hours would be most meaningful. The results were very encouraging, and are included in the Board packet.

Tax Levy Process

The process for the 2021-2020 Fiscal Year level will soon be under way. Bettina O'Connell expects to have her write up with EAV and extension estimates within the next week. The Village Finance Committee meeting regarding the levy is set for September 28th at 5:30pm.

Respectfully submitted,

Eric Scott Bailey

Friends Meeting Dates 2020

January 18 – Kate Jackson

February 15 – Jon Heintzelman

March 21 – Janie Jerch

April 18 – William Hayes

May 16 – Kathy Meierhoff

June 20 – CANCELLED

August 15 – Cal Stron

September 19 – Scot Butler

October 17 – William Hayes

November 21

Respectfully submitted,

Eric Scott Bailey

Total Responses as of 9/11/20 at 5:39pm:
278

Respondents who indicated some level of discomfort with in-person visits:
102 (36.7%)

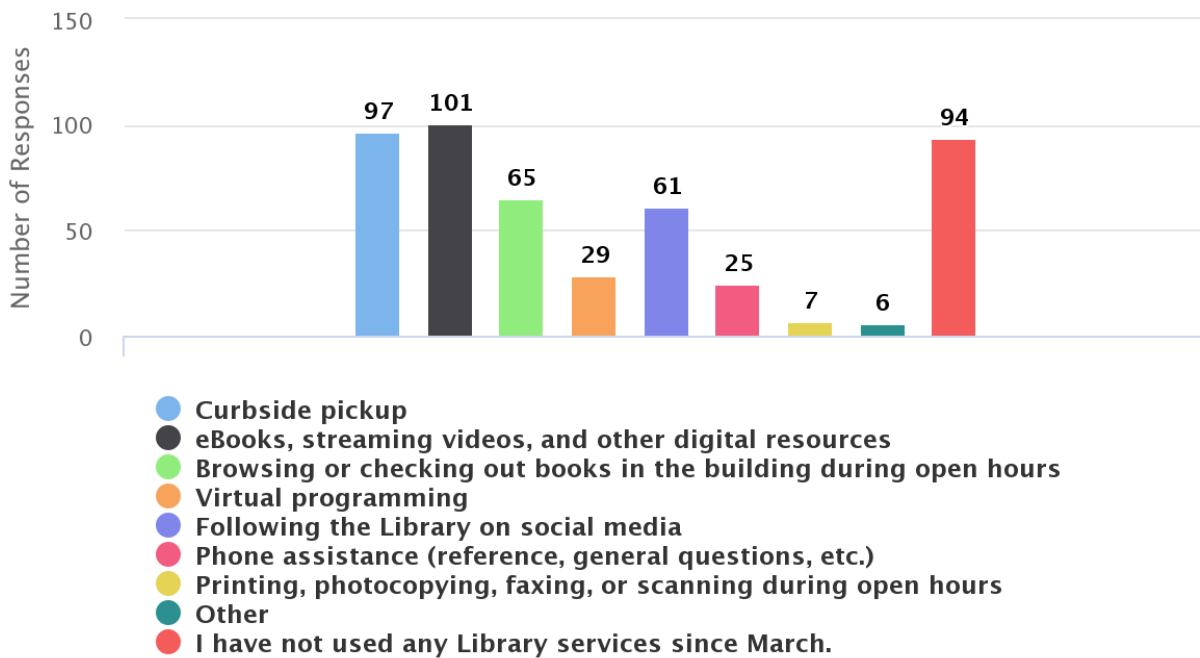
Respondents who indicated some level of interest in contactless options for Library service (virtual programming, curbside, social media, phone assistance) based on actual or future usage:
218 (78.4%) – may be inflated by the fact that contactless options were our only options for March – July 19.

Respondents who indicated an interest in contactless options (excluding past usage):
121 (43.5%)

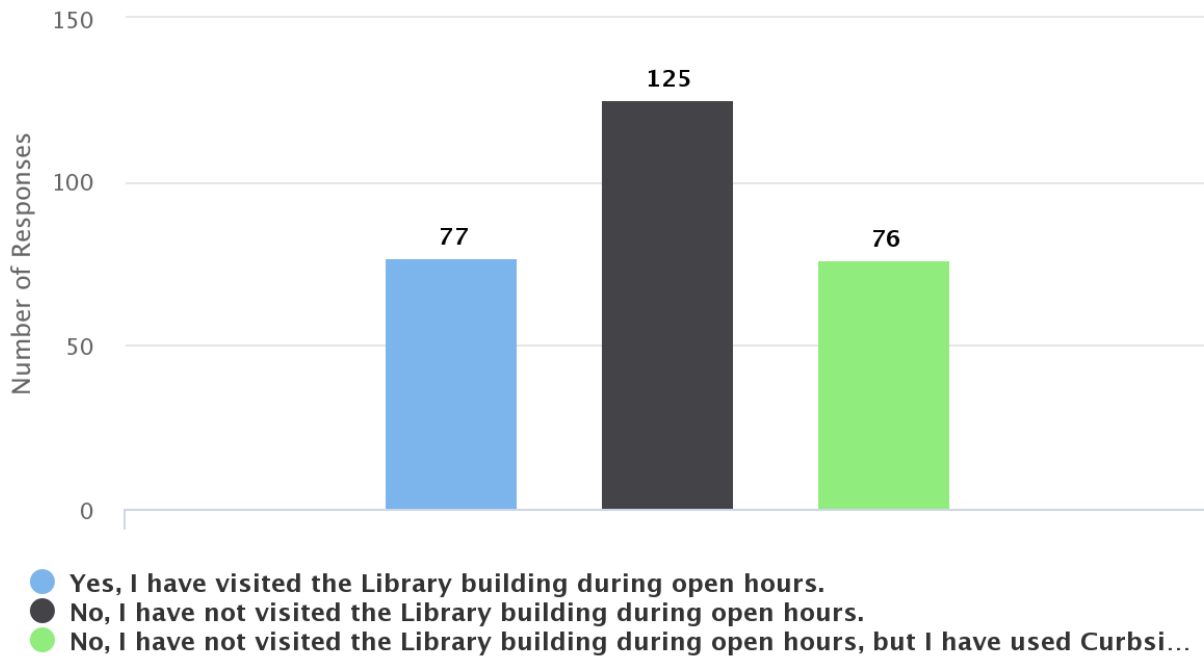
Respondents who said they are unlikely to use contactless services:
15 (5.4%)

Results:

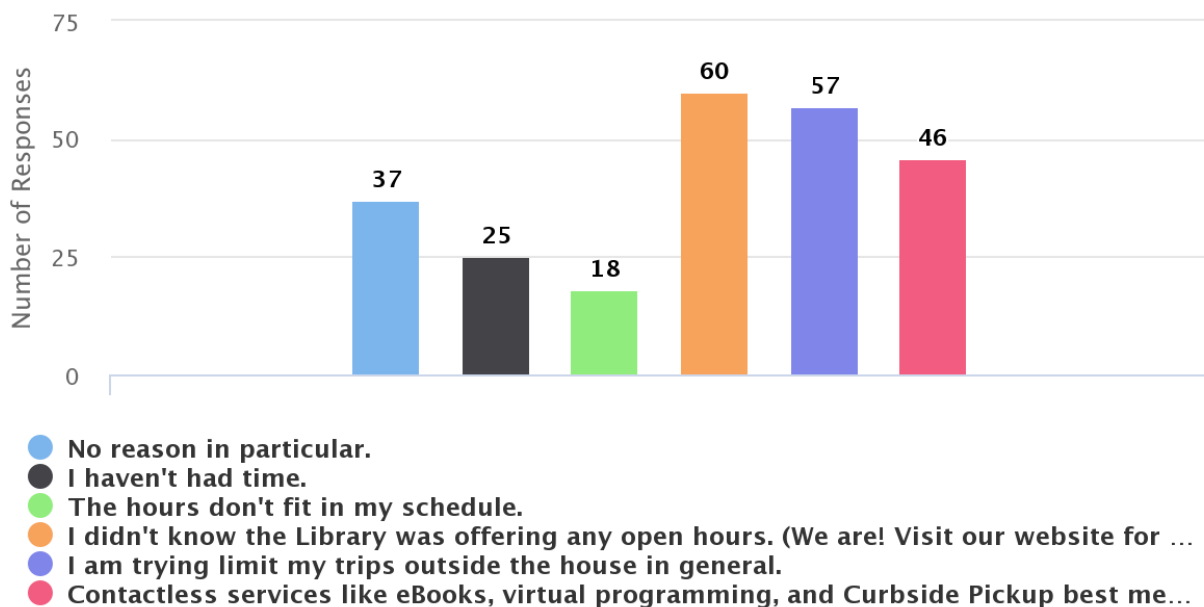
How are you using the Library right now? Check all of the services that you have used since March.



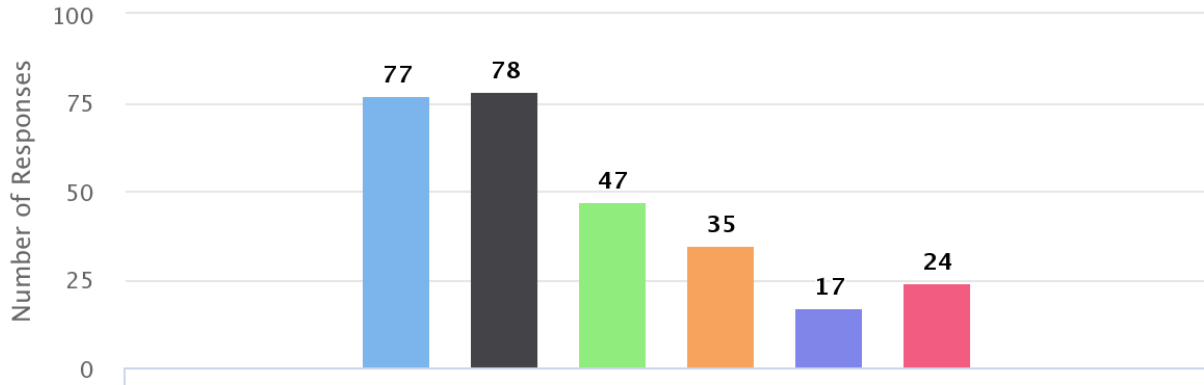
Have you visited the Library building since we reopened for limited service on July 20?



You indicated that you have not visited the physical Library building during open hours. Can you tell us more about why? Check all that apply.

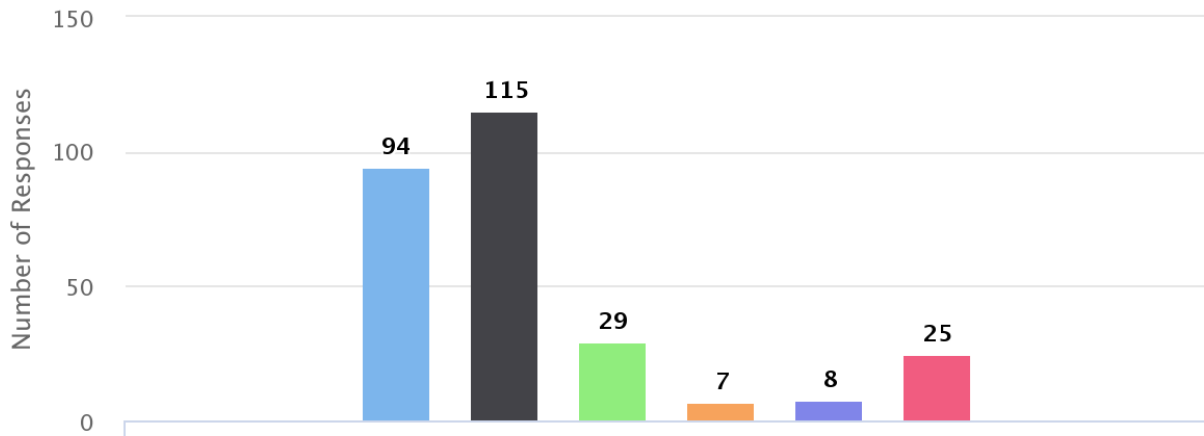


If the Library were to increase hours that the physical building is open, what change would be most helpful to you as a Library user?



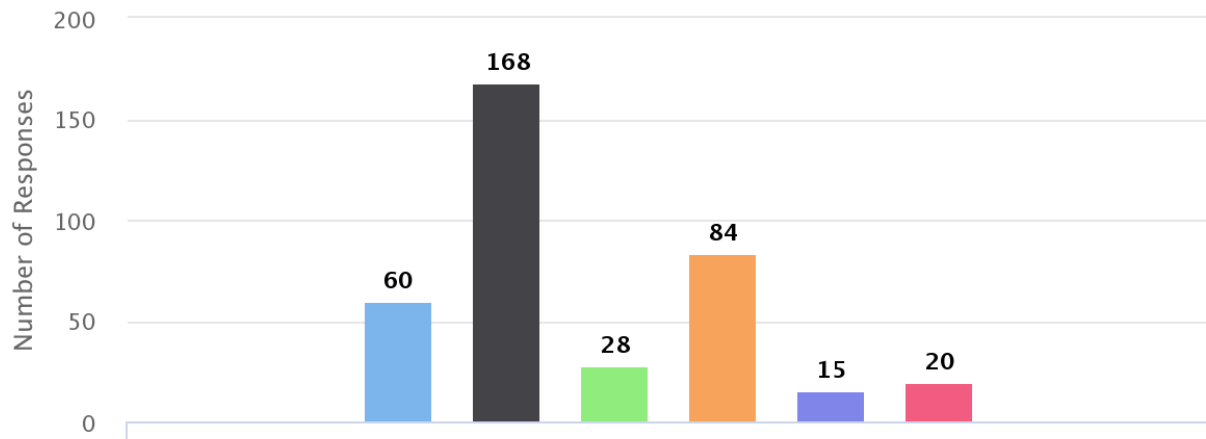
- I am not likely to visit the Library building until the pandemic is more under control.
- Any hours between 10am-2pm on a weekday
- Any hours between 6pm-9pm on Monday through Thursday
- Any hours between 10am-2pm on a Saturday
- Any hours between 2pm-5pm on a Saturday
- Any hours between 1pm-5pm on Sundays

If you could choose only one thing to add to the Library's service right now, what would it be?



- The current offerings are effectively meeting my needs right now.
- More hours for in-Library browsing, checkout, copying/printing.
- More curbside pickup hours
- Reintroduce public computer access
- More content on social media, such as readalikes, craft videos, and more.
- More virtual programs

Please select the options that best describe your potential Library usage right now. Select all that apply.



- I am unlikely to visit the Library in person until the pandemic is more under control.
- I am comfortable visiting the Library in person right now.
- I am not comfortable visiting the Library in person right now.
- I am likely to use contactless library services such as curbside pickup or digital reso...
- I am unlikely to use contactless library services such as curbside pickup or digital re...
- I don't really have any strong feelings one way or another.

Zoom Chat Transcript of September 15, 2020 Meeting (This document did not originally appear in the Board packet)

00:38:57 LBPL Adult Services: 14499-14506, and 14508-14510, and 14512-14528