



**Lake Bluff Public Library
Library Board of Trustees Meeting**

Tuesday, May 21st at 7 PM

123 E. Scranton Avenue, Lake Bluff, Illinois 60044

Notice: This meeting of the Lake Bluff Library Board of Trustees was held with a quorum of Trustees physically present. The meeting was simulcast for any members of the public who did not wish to attend the meeting in-person at the Lake Bluff Public Library building. Guidelines and access codes were published before the meeting so members of the public could log in. The meeting was recorded, with the recording made available through the Library's website. 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:** Board President Bonnie Shaul called the meeting to order at 7:00 pm.
2. **Roll Call:** Trustees Friedeman, Hayes, Jardine, Zaute, Jerch, and Shaul were present; Trustee Graziano was absent. Library Director Renee Grassi and library staff member Katie Horner were present. Robert Mellecker of Midwest Consulting Environmental Services was also present.
3. **Election of Secretary Pro Tempore:** Trustee Jerch moved to elect Trustee Friedeman to serve as Secretary Pro Tempore, Trustee Jardine seconded; all voted aye.
4. **Additions & Corrections to the Agenda:** There were none.
5. **Opportunity for Public to Address the Board:** There was none.
6. **Findings from Lead Paint and Asbestos Testing and Proposed Abatement Budget Presented by Robert Mellecker, Midwest Consulting Environmental Services:** Engberg Anderson recommended that the Library procure an environmental report, as a part of the master facility plan. This was the first environmental report conducted on the Lake Bluff Public Library building. Midwest Consulting Environmental Services were selected to perform this testing and completed sampling in April 2024. The environmental testing measured lead and asbestos in the Library building. The testing showed no positive lead results in the building. Test results did show positive asbestos results (1%+ asbestos) in 5 of 21 locations in the building. Mr. Mellecker provided an asbestos abatement proposal budget for removal and remediation of all asbestos in the building.
7. **Election of Board Officers and Selection of Committee Members**
 - a. **Appointment of FY24-25 Lake Bluff Public Library Board of Trustee Officers**
 - i. Trustee Jerch moved to elect Trustee Friedeman to serve as Board Secretary, Trustee Zaute seconded; all voted aye.
 - ii. Trustee Zaute moved to elect Trustee Hayes to serve as Board Treasurer, Trustee Jardine seconded; all voted aye.
 - iii. Trustee Jardine moved to elect Trustee Jerch to serve as Board Vice President, Trustee Shaul seconded; all voted aye.
 - iv. Trustee Jerch moved to elect Trustee Shaul to serve as Board President, Trustee Zaute seconded; all voted aye.



- b. Appointment of Board of Trustee Committee Members and Chairpersons**
 - i. Building and Grounds Committee:** Trustee Friedeman moved to nominate Trustees Shaul, Jardine and Jerch to serve on the Building & Grounds Committee, Trustee Zaute seconded; all voted aye.
 - ii. Bylaws & Policy Committee:** Trustee Jardine moved to nominate Trustees Friedeman and Zaute to serve on the Bylaws & Policy Committee, Trustee Shaul seconded; all voted aye.
 - iii. Engagement Committee:** Trustee Friedeman moved to nominate Trustees Graziano and Jardine to serve on the Engagement Committee, Trustee Zaute seconded; all voted aye.
 - iv. Finance and Technology Committee:** Trustee Friedeman moved to nominate Trustees Hayes, Zaute and Shaul to serve on the Finance & Technology Committee, Trustee Jardine seconded; all voted aye.
 - v. Human Resource Committee:** Trustee Friedeman moved to nominate Trustees Graziano and Jerch to serve on the Human Resources Committee, Trustee Hayes seconded; all voted aye.
 - vi. Intergovernmental Committee:** Trustee Jardine moved to nominate Trustee Jerch to serve on the Intergovernmental Committee, Trustee Zaute seconded; all voted aye.
 - vii. Long Range Planning Committee:** Trustee Jerch moved to nominate Trustees Friedeman and Shaul to serve on the Long Range Planning Committee, Trustee Jardine seconded; all voted aye.
- 8. Approval of Library Board Meeting Minutes**
 - a. Trustee Shaul moved to approve the Regular Board Meeting Minutes from Tuesday, April 16, 2024, Trustee Zaute seconded; Trustees Shaul, Friedeman, Jerch, Zaute and Hayes voted aye, Trustee Jardine abstained.
 - b. Trustee Jerch moved to approve the Special Board Meeting from Thursday, May 9, 2024, Trustee Jardine seconded; Trustees Shaul, Friedeman, Jerch, Zaute and Jardine voted aye, Trustee Hayes abstained.
- 9. Library Director Updates:** Library Director Grassi provided an overview of April happenings at the library and monthly usage statistics, including the departure of two part-time shelvers who are graduating high school. The cataloging librarian has returned to full hours. The Library did not receive the T-Mobile Technology Grant applied for in April, which was only able to award 25 grants out of over 500 applications submitted. Library Director Grassi and Trustee Friedeman attended the Accessibility Grant Review and are awaiting final results from the IL State Library. Visits and program attendance were up in April.
- 10. April 2024 Financial Reports**
 - a. Trustee Hayes moved to approve the April 2024 Detailed Revenue & Expenditure Report, Trustee Zaute seconded; all voted aye.



- b. Trustee Jerch moved to approve the April 2024 Monthly Check Disbursement Report with checks numbered 15995-16030, Trustee Hayes seconded; all voted aye.

11. Committee Reports

(Met)

- a. **Intergovernmental Committee (MEMBERS: Jerch, Grassi):** Trustee Jerch provided an overview of the Intergovernmental Committee Meeting, which was a meeting between the museum and the library. The Village chose not to attend due to the previous IGA expiring. Both the Library and Museum agreed that advocating for a new IGA between the Village and the Library is a priority. The Museum requested that a designated parking space in the Library staff parking lot be considered to accommodate the mobility needs of some of their volunteers.
- b. **Finance and Technology Committee (CHAIR: Hayes MEMBERS: Shaul, Zaute):** Jamie Rachlin presented to the Finance & Technology Committee as a follow up to the Board Retreat in February. The Committee also reviewed the abatement proposal and reviewed and approved an increase to a part-time position from 18 to 24 hours per week with IMRF benefits.
- c. **Engagement Committee (CHAIR: Jardine MEMBERS: Graziano):** The Committee has prioritized engagement with the community, starting with an upcoming Lion's Club meeting on June 12.
- d. **Long Range Planning Committee (CHAIR: Shaul MEMBERS: Friedeman):** The Long Range Planning Committee revisited the RFP timeline and began drafting sections of the RFP for a strategic planning consultant.
- e. **Building and Grounds Committee (CHAIR: Jerch MEMBERS: Jardine, Shaul):** The Building & Grounds Committee discussed the Village's request for the Library parking lot to be made public. The committee also discussed a request to designate one staff parking spot as handicapped, as well recommended to make a request to the Village to make one more parking spot on Scranton Ave a handicap spot that would serve Museum volunteers, Library patrons and visitors to the Village to satisfy the Museum's request.

(Did Not Meet)

- f. **Human Resources Committee (CHAIR: Graziano MEMBERS: Jerch and Shaul)**
- g. **Bylaws & Policy Committee (CHAIR: Friedeman Members: Zaute)**

12. New Business

- a. **2024-2025 Board Meeting Schedule and Meeting Efficiency Ideas:** Trustee Shaul moved to cancel the scheduled December 2024 Board Meeting and advance the scheduled January 2025 Board meeting to the second Tuesday, Trustee Jerch seconded; all voted aye.
- b. **Update on draft intergovernmental agreement between Lake Bluff Library and Village of Lake Bluff:** Trustee Shaul spoke with Village President Regis Charlot via phone prior to



sending the letter to the Village Board of Trustees regarding scheduling time to discuss a new IGA and the newly issued code violation for the parking lot lighting.

- c. **Vote Lake Bluff Letter to President Bonnie Shaul:** VOTE Lake Bluff has requested that the Library provide three primary issues facing the Library today, as well as the qualifications of a Board member. There are four trustees whose terms end in April 2025. Two trustees will not be running for reelection in the next election, requiring two candidates. Trustees will send answers to the VOTE Lake Bluff questions to Renee by June 10th, who will compile and share with Bonnie to send to the organization.
 - d. **Director Presentation: Completion of FY23-24 Annual Work Plan:** At the beginning of the fiscal year, Library Director Grassi created the first ever annual work plan for the library. Progress on the work plan was presented to the Board.
 - e. **Presentation and Discussion: Hours Pilot Report – Month 4, April 2024:** Visit counts remain largely the same with lower evening hours and high weekend usage hours. Staff leave continues to trend high. Three programs had to be canceled and one had to be rescheduled. Challenges with having a person-in-charge continue to make scheduling difficult.
13. **Library Correspondence:** Director Grassi provided an overview of Library Correspondence, which included the Village of Lake Bluff Code Violation letter regarding Outdoor Light Fixtures, the Summer 2024 Director letter and Public Events, and Janie Jerch’s letter regarding the State of the Library Building.
 14. **Any and all other business which may properly come before the Board:** Trustee Jerch provided an update on funding support from the Foundation to replace the computer carrels in the front of the Library. The Foundation will have a mature CD in the first half of October, which will be considered later in the year. The future of the Foundation remains uncertain after that CD matures.
 15. **Executive Session(s) if needed:** There was none.
 16. **Adjournment:** Trustee Jerch moved to adjourn, Trustee Shaul seconded; all voted aye. The meeting adjourned at 9:14 pm.

Respectfully submitted,

Alexandra Friedeman
Secretary