



Lake Bluff Public Library
Library Board of Trustees Meeting
Tuesday, July 16th 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 7:02 pm.
2. **Roll Call:** Trustees Friedeman, Hayes, Jardine, Graziano, Jerch, and Shaul were present; Trustee Zaute was absent. Library Director Renee Grassi and library staff member Katie Horner were present. Shaun Kelly of Engberg Anderson was also present.
3. **Additions & Corrections to the Agenda:** Trustee Friedeman noted that the Long Range Planning Committee has not met since the June 18th, 2024 Board Meeting and requested it be moved to the "Did Not Meet" section of the Committee Reports.
4. **Opportunity for Public to Address the Board:** There was none.
5. **Presentation: Engberg Anderson's Summary of Community Engagement Initiatives in Summer 2024 for Lake Bluff Public Library's Strategic Facilities Plan:** Shaun Kelly of Engberg Anderson presented the Strategic Facilities Plan Investigations Summary. This included a peer library comparison that evaluated libraries serving a similar population size, which compared population size to building space, collection size, circulation per capita, media collections, technology and programming. This report also included facility utilization observations with patron mapping to understand how patrons use the current space. Mr. Kelly also provided summaries of the focus groups conducted, including staff, community, and Board, as well as an online survey to the public. Mr. Kelly also presented an updated schedule for the Strategic Facility Plan. The next portion of Part I of this process is defining a Statement of Need before progressing to Part II that includes a facility effectiveness analysis and code reviews for Board review.
6. **Approval of Library Board Meeting Minutes:** Trustee Hayes moved to approve the Regular Board Meeting Minutes from Tuesday, June 18, 2024, Trustee Jardine seconded; all voted aye.
7. **Library Director Updates:** Library Director Grassi provided an overview of June happenings at the library and monthly usage statistics, including a staffing overview with new job postings and internal staff transitions. Director Grassi also formally announced the receipt of the Remodeling for Accessibility Public Library Construction Grant in the amount of \$45,000. She also provided an overview of the responses to a survey titled "Changes in Perceptions about Lake Bluff Library after attending 2024 Strategic Facilities Plan Community Engagement Events" that was shared



only with participants in community open houses or focus groups conducted in June 2024. Overwhelmingly, survey takers reported they were more knowledgeable about the needs of the Library building (94%), felt more confident talking to neighbors and other residents about the Library (94%), and felt confident in the Library's ability to move forward with the changes discussed (82%). Director Grassi presented an updated data dashboard for monthly Library activities, including circulation, library usage, reference questions answered, programming attendance, database usage, and more.

8. **June 2024 Financial Reports**

- a. Trustee Jerch moved to approve the June 2024 Detailed Revenue & Expenditure Report, Trustee Hayes seconded; all voted aye.
- b. Trustee Jerch moved to approve the June 2024 Monthly Check Disbursement Report with checks numbered 16105-16134, Trustee Hayes seconded; all voted aye.

9. **Committee Reports**

(Met)

- a. **Human Resources Committee (CHAIR: Graziano MEMBERS: Jerch):** The HR Committee discussed a vacation request from the Director, as well as priority and expectation setting.
- b. **Finance and Technology Committee (CHAIR: Hayes MEMBERS: Shaul, Zaute):** Trustee Shaul reported that the committee reviewed a proposal from the Library Director to expand hours for existing staff positions in the Library. An update on the IGA was also discussed by the committee, as well as discussion on accrued leave.
- c. **Building and Grounds Committee (CHAIR: Jerch MEMBERS: Jardine, Shaul):** Trustee Jerch provided an overview of the most recent Building & Grounds Committee meeting, during which asbestos remediation work was discussed and will occur once a building manager is hired. The security system installation was discussed. The committee also received an update on IGA negotiations with the Village of Lake Bluff.

(Did Not Meet)

- d. **Engagement Committee (CHAIR: Jardine MEMBERS: Graziano)**
- e. **Long Range Planning Committee (CHAIR: Shaul MEMBERS: Friedeman)**
- f. **Intergovernmental Committee (MEMBERS: Jerch, Grassi)**
- g. **Bylaws & Policy Committee (CHAIR: Friedeman Members: Zaute)**

10. **New Business**

- a. **First Negotiations Meeting between Lake Bluff Library and Village of Lake Bluff for the draft Intergovernmental Agreement:** Trustee Friedeman provided an overview of IGA negotiations with the Village, as well as information provided prior to a second meeting on July 17, 2024.
- b. **Board President Bonnie Shaul's Meeting with Illinois Library Directors, Illinois State Senator Julie Morrison and Illinois State Representative Bob Morgan:** Trustee Shaul and Director Grassi were invited to a meeting with IL Libraries. Trustee Shaul attended and reported that state representatives asked libraries to focus on safety and accessibility,



which aligns with the work being done by Lake Bluff Public Library. All other libraries in attendance had existing security systems that were being upgraded for the second or third times. As a result, most other North Shore libraries reported that their safety focus areas were on threats to employees, not patron safety which they feel is already adequate. Multiple other libraries made requests to adjust the Open Meetings Act to allow for remote Board attendance and other North Shore libraries were reporting high staff turnover. Legislation affecting libraries that will be revisited in the next legislative session include raising the RFP cap and making it a felony to threaten a library employee. Requests were made to reconsider how bathroom requirements are calculated, which is based on square footage that includes square footage taken up by stacks.

11. **Library Correspondence:** Director Grassi provided an overview of Library Correspondence, which included the modified pilot hours communication, as well as the grant agreement from the Secretary of State.
12. **Any and all other business which may properly come before the Board**
 - a. **Lake County Forest Preserve Referendum Announcement:** Trustee Shaul requested that this item be added to the agenda. The Lake County Forest Preserve announced an intention to go out for referendum to restore the land being acquired from the US Navy. This is a consideration for future decisions regarding the landscape.
13. **Executive Session(s) if needed:** Trustee Jerch moved to enter Executive Session at 9:16 pm to discuss employee performance, Trustee Graziano seconded; all voted aye. Trustee Jerch moved to end Executive Session at 10:15 pm, Trustee Graziano seconded; all voted aye.
14. **Adjournment:** Trustee Jerch moved to adjourn the meeting, Trustee Graziano seconded; all voted aye. The meeting adjourned at 10:15 pm.

Respectfully submitted,

Alexandra Friedeman
Secretary