

Minutes of Executive Session August 19, 2014

Time: 7:55 p.m.

Attending: Roman Wojda , Kathy, Meierhoff, Tim Kregor, Carl Schons, , Ruth Schnell. Eric Bailey, Director.

Absent: Cal Stroh, Scot Butler

Location: Lake Bluff Public Library

Eric Bailey stated the goal of the Executive Session is to decide if minutes of closed session remain closed.

Twice a year all minutes of closed sessions are reviewed to determine if minutes should remain closed or made public.

If the board wants to open any minutes, the minutes will be opened by vote after Exec Session is adjourned.

Eric Bailey stepped out.

Discussion on handling of recordings of Executive Sessions. Should Chairman hold tapes of tapes. Wodja suggested President hold tapes. Chairman will have a member make written minutes. Majority of Exec Sessions are of HR.

Suggestion of drawer or file cabinet in Library be set up with a key for recordings and closed minutes. Decision made for Director to order file cabinet.

The Board agreed that in the past year efforts have been made to avoid unintentional gaps in taped minutes and improve recordings. A new recording device is available and zip drives are available of closed sessions which are very reliable.

Kathy Meierhoff agreed to take minutes of this session.

Minutes of open Public Meetings to be posted.

Roman Wodja suggested if there are minutes from a closed session and a clear recording is unavailable then the minutes should remain closed. Members agreed These minutes will be stored with others in file cabinet.

Members agreed all the above should have been discussed in a public meeting not Executive Sessions.

Meetings reviewed:

HR Committee November 1, 2013 unclear if there are accurate minutes or recording for this meeting. There was a 7 pm and 7:30 p.m. meeting. Times are in question. Attendees for Exec Session should exclude any non trustee attendee. Minutes to be revised by Ruth Schnell.

HR Committee December 19, 2013

HR Committee January 10, 2014

HR Committee January 30, 2014

HR Committee February 5, 2014

HR Committee April 4, 2014 3 sessions, 3 tapes, some discrepancy on dates

HR Committee May 13, 2014

HR Committee June 12, 2014 – might be missing – review in January

Hr Committee June 18, 2014

HR Committee July 1, 2014

HR Committee July 16, 2014

HR Committee July 17, 2014 ?? listed by Roth Schnell but not discussed.

The members agreed that the minutes for all the above dates remain closed.

There was general discussion that longstanding minutes remain closed.

Romain Wojda raised idea of having a laptop for board use. This will be discussed later.

Minutes should not be overly specific on confidential issues. Having general templates for minutes would be helpful.

Carl Schons motioned to close Executive Session at 8:44 p.m. Seconded by Tim Kregor. All ayes.

*Respectfully submitted
Kathleen L. Muehlhoff*