

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, November 13, 2012 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044
Enter through Library main entrance

1. **Call to Order**
2. **Additions & Corrections to the Agenda**
3. **Approval of Minutes**
 - a. Approval of Minutes of 10/16/2012 Long Range Plan Committee Meeting **(action)**
 - b. Approval of Minutes of 10/16/2012 Regular Meeting of the Board **(action)**
 - c. Approval of Minutes of 11/3/2012 Human Resources Meeting **(action)**
4. **October 2012 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages)**
 - a. October Detailed Balance Sheet **(action)**
 - b. October Detailed Revenue & Expense Report **(action)**
 - c. October Detailed Revenue & Expense Report **(action)**
5. **Approval of checks (Green Pages)**
 - a. October Manual Checks (10832-10843) **(action)**
 - b. September Monthly Checks (10844-10872) **(action)**
6. **Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
7. **Old Business**
 - a. Landscape Update
 - b. Library User Behavior Policy **(action)**
 - c. Discussion of Library Bank Accounts **(possible action)**
8. **Director's Report**
 - a. Director's Narrative Report
 - b. Statistical Report
 - c. Announcements and Correspondence
 - d. Friends Meeting Attendee for December
 - e. Programs of Interest to Library Trustees
9. **New Business**
 - a. Tax Levy for 2013-2014 Fiscal Year **(action)**
 - b. Discussion of Potential Projects Using Special Reserve Funds in the Next Year
 - c. Revised Computer Usage Policy **(action)**
 - d. Heat Exchanger for Wood Building HVAC (possibly available at meeting) **(action)**

- e. Discussion of Long Range Plan

10. Executive Session

- a. 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)

11. Committee Reports

- a. Finance Committee (Stroh, Kregor, Bush)
- b. Human Resources Committee (Gottshall, Bush, Meierhoff)
- c. Building and Grounds Committee (Stroh, Meierhoff)
- d. Technology Committee (Kregor, Wojda)
- e. Public Relations/Advocacy/Fundraising (Gottshall, Wojda)
- f. Friends Liason (rotates among trustees)
- g. Intergovernmental Committee (Stroh, Bush)
- h. Long Range Planning Committee (Kregor, Wojda)

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

13. Adjournment

Attachments:

Current User Behavior Policy

Revised User Behavior Policy

Tax Levy and Budget Information for FY2013-2014

List of Potential Projects for Which the Special Reserve Fund Might Be Used in the Next Fiscal Year

Current Computer Usage Policy

Revised Computer Usage Policy

Picture of Heat Exchanger in Wood Building HVAC

Fundraising Letter Distributed by the Friends of the Library

Kid's Corner Thank You Letter

Upcoming Board Meetings: December 11, 2012, January 8, 2013, and February 12, 2013