

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, October 16, 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. **Discussion of Financial Reports with Susan Griffin and Marlene Scheibl from the Village of Lake Bluff**
4. **Approval of Minutes**
  - a. Approval of Minutes of 9/11/2012 Regular Board Meeting (**action**)
5. **July and August 2012 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages)**
  - a. September Detailed Balance Sheet (**action**)
  - b. September Detailed Revenue & Expense Report (**action**)
  - c. September Detailed Revenue & Expense Report (**action**)
6. **Approval of checks (Green Pages)**
  - a. September Manual Checks (10785-10797) (**action**)
  - b. September Monthly Checks (10798-10830) (**action**)
7. **Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
8. **Old Business**
  - a. Discussion of landscape contracts (available at meeting) (**possible action**)
  - b. Committee Appointments (**action**)
  - c. GASB 54 Assignment (**action**)
9. **Director's Report**
  - a. Director's Narrative Report
  - b. Statistical Report
  - c. Announcements and Correspondence
  - d. Friends Meeting Attendee for November
  - e. Programs of Interest to Library Trustees
10. **New Business**
  - a. Special Reserve Fund Policy (**action**)
  - b. Human Resource Needs
  - c. Staff Contributions Towards Health Care Premiums (**action**)

- d. Library User Behavior Policy (**possible action**)

**11. 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)

**12. Committee Reports**

- a. Finance Committee (Stroh, Marozsan, Gottshall)
- b. Human Resources Committee (Gottshall, Bush)
- c. Building and Grounds Committee (Stroh, Meierhoff)
- d. Technology Committee (Marozsan, Meierhoff)
- e. Public Relations/Advocacy/Fundraising
- f. Friends Liaison (Bush)
- g. Historical Museum Liaison (Bush)
- h. Long Range Planning Committee

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

**14. Adjournment**

**Attachments:**

Levy and Budget Information from Susan Griffin

Board By-Laws Regarding Committees

Current and Proposed Policies Regarding Special Reserve Funds

Comparison of Library Activity Versus Staff Hours, 2007-2012

Current and Possible Levels of Contribution Toward Health Care Premiums

Current Staff Salary Range and Comparison of Pay for Library Director's at Area and Similar Library's

**Upcoming Board Meetings: November 13, December 11, 2012, and January 8, 2013**