

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, September 11, 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. Oath of Office for New Board Member (action)**
- 4. Quotes to Upgrade Library Computers to Windows 7 (possible action)**
- 5. Approval of Minutes**
  - a. Approval of Minutes of 7/10/2012 Regular Board Meeting **(action)**
  - b. Approval of Minutes of 7/10/2012 Building and Grounds Committee Meeting **(action)**
  - c. Approval of Minutes of 7/24/2012 Building and Grounds Committee Meeting **(action)**
  - d. Approval of Minutes of 8/28/2012 Special Board Meeting **(action)**
  - e. Approval of Minutes of 8/28/2012 Human Resources Committee Meeting **(action)**
  - f. Approval of Minutes of 8/28/2012 Building and Grounds Committee Meeting **(action)**
- 6. July and August 2012 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages)**
  - a. July Detailed Balance Sheet **(action)**
  - b. July Detailed Revenue & Expense Report **(action)**
  - c. July Detailed Revenue & Expense Report **(action)**
  - d. August Detailed Balance Sheet **(action)**
  - e. August Detailed Revenue & Expense Report **(action)**
  - f. August Detailed Revenue & Expense Report **(action)**
- 7. Approval of checks (Green Pages)**
  - a. July Manual Checks (10672-10693) **(action)**
  - b. July Monthly Checks (10711-10747) **(action)**
  - c. August Manual Checks (10748-10757) **(action)**
  - d. August Monthly Checks (10758-10784) **(action)**
- 8. Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
- 9. Old Business**
  - a. Discussion of landscape project **(action)**

- b. Discussion of Creating a New Long Range Plan
- c. Committee Appointments **(action)**

#### **10. Director's Report**

- a. Director's Narrative Report
- b. Statistical Report
- c. Announcements and Correspondence
- d. Friends Meeting Attendee for October
- e. Programs of Interest to Library Trustees

#### **11. New Business**

- a. Review of State Grants and Taxes for Per Capita Requirements
- b. Discussion of Library Programming and Outreach for Per Capita Grant Requirements
- c. GASB Assignment **(action)**
- d. Photo Policy **(action)**
- e. Holiday Dates **(action)**
- f. Meeting Dates **(action)**
- g. Trinkets and Treasures Sale **(action)**
- h. Non-resident Program **(action)**
- i. Vote of Thanks **(action)**

#### **12. 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)

#### **13. 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, Nickels)
- g. Historical Museum Liaison (Nickels, Bush)
- h. Long Range Planning Committee

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

#### **15. Adjournment**

**Attachments:**

**Windows 7 Quote from Impact Networking**  
**Windows 7 Quote from Computer View Incorporated**  
**Community Trend Data for Long Range Plan**  
**Progress Report on Meeting Current Long Range Goals**  
**Summary of Supplementary Taxes Available to the Library**  
**GASB 54**  
**Proposed Photo Policy**  
**List of Proposed 2013 Holiday Closings**  
**List of Proposed 2013 Board of Library Trustees Meetings**  
**Letter and Postcard from Lake Bluff History Museum**  
**Non-resident Program Information**

**Upcoming Board Meetings: October 9, November 13, and December 11, 2012**