

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, December 10, 2013 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 11/12/2013 Regular Board Meeting **(action)**
  - b. Approval of Minutes of 11/12/2013 Building and Grounds Committee Meeting **(action)**
  - c. Approval of Minutes of 11/13/2013 Technology Committee Meeting **(action)**
  - d. Approval of Minutes of 11/20/2013 Human Resources Committee Meeting **(action)**
4. **December 2013 Financial Reports** – Detailed Balance and Revenue/Expense (Yellow Pages)
  - a. December Detailed Balance Sheet **(action)**
  - b. December Detailed Revenue & Expense Report **(action)**
5. **Approval of checks** (Green Pages)
  - a. December Manual Checks (11409-11417) **(action)**
  - b. December Monthly Checks (11418-11453) **(action)**
6. **Opportunity for Public to Address the Board** (limit 5 minutes per person per meeting)
7. **Old Business**
  - a. (None)
8. **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
9. **New Business**
  - a. Discussion of Maximum Percentage of the Annual Operating Budget to be Kept in Reserve **(action)**
  - b. Board and Staff Holiday Luncheon

**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 (Butler, Kregor)
- b. Human Resources Committee (Stroh, Wojda, Butler)
- c. Building and Grounds Committee (Stroh, Meierhoff, Schons)
- d. Technology Committee (Kregor, Wojda, Butler)
- e. Public Relations/Advocacy/Fundraising (Schnell, Wojda, Schons)
- f. Intergovernmental Committee (Stroh, Schnell)
- g. Long Range Planning Committee (Kregor, Wojda, Butler)

**12. Any and all other business which may properly come before the Board****13. Adjournment****Attachments:**

Special Reserve Policy

**Upcoming Board Meetings: January 14, February 11, and March 11 2014**