

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, December 10<sup>th</sup>, 2019 at 7:00 PM**  
123 E. Scranton Ave, Lake Bluff, IL 60044  
Enter through Library main entrance

1. **Call to Order (7:00pm)**
2. **Additions & Corrections to the Agenda (2 minutes)(7:02pm)**
3. **Discussion of Audit with Bettina O’Connell and Marlene Scheibl from the Village Finance Department (action)(20 minutes)(7:22pm)**
4. **Opportunity for Public to Address the Board (5 minutes)(7:27pm)** (limit 5 minutes per person per meeting)
5. **Approval of Minutes**
  - a. Approval of Minutes of November 12<sup>th</sup>, 2019 Board Meeting **(action)(2 minutes)(7:29pm)**
6. **November 2019 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:34pm)**
  - a. November Detailed Revenue & Expense Report
  - b. November Detailed Balance Sheet
7. **Approval of checks (Green Pages) (5 minutes)(7:39pm)**
  - a. November Monthly Checks (14213-14220, 14222-14250)**(action)**
8. **Committee Reports (10 minutes)(7:49pm) (Did not Meet)**
  - a. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Meierhoff, and Stroh.)
  - b. Finance Committee (**CHAIR:** Hayes. **MEMBERS:** Butler, and Meierhoff.)
  - c. Human Resources Committee (**CHAIR:** Butler. **MEMBERS:** Heintzelman and Jerch.)
  - d. Intergovernmental Committee (**CHAIR:** Bailey. **MEMBERS:** Jackson and Stroh.)
  - e. Long Range Planning Committee (**CHAIR:** Heintzelman. **MEMBERS:** Hayes and Jackson.)
  - f. Outreach Committee (**CHAIR:** Jackson. **Members:** Jerch.)
9. **New Business**
  - a. Friends Meetings for Calendar Year 2020 **(action)(5 minutes)(7:54pm)**
  - b. Draft of Potential New Policy on Computer Usage **(10 minutes)(8:04pm)**
  - c. Per Capita Grant Application **(10 minutes)(8:14pm)**

**10. Old Business**

- a. Capitol Project Update **(10 minutes)(8:24pm)**

**11. Director's Report (5 minutes)(8:29pm)**

- a. Director's Narrative Report

**12. Executive Session(s)**

- a. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 and in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (21)
- b. 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. Any and all other business which may properly come before the Board**

**14. Adjournment (1 minute)(8:30pm)**

**Attachments:**

Statistics for November 2019 **(Available at Meeting)**

November 2019 Centennial Update

Trivia Article

Article on Winter Reading Club

Timeline for Budget Process

Audit Report for FY18-19

Friends Meeting Dates for 2020

Draft of Current and New Computer Policies

Per Capita Grant Application and Information

**Upcoming Board Meetings: January 21, February 18, and March 17, 2020.**