

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
 Human Resources Meeting
 Wednesday, November 20, 2013

- 1) **Call to Order; Roll Call:** The meeting was called to order at 2:05pm by Library Board President Kathy Meierhoff.

Present: Cal Stroh, Kathy Meierhoff, and Scot Butler.

Absent: Romain Wojda

Library Staff Present: Eric Bailey.

Members of the Public: None

- 2) **Discussion of the handling of mail received by the Library**

RESOLVED: The Director will pass on relevant mail addressed to the Board of Library Trustees or that is applicable to Board business.

RESOLVED: At the Library Board's instruction, particular communications should be collected and kept on file by the Library Director.

RESOLVED: At minimum a brief letter or email of acknowledgement will be sent to each person who has sent mail pertinent to Library business to the Board or Library Director.

- 3) **Any other business:**

a) No other business was brought before the committee.

- 4) **Adjournment:** Butler moved and Stroh seconded that the meeting be adjourned at 3:05pm.

AYES: all

NAYES: none

ABSENT: none

Respectfully submitted,

Eric S. Bailey, Library Director