

## Board Meeting of the Board of Library Trustees

**Tuesday, November 18, 2025 at 7:00 PM**

123 East Scranton Avenue, Lake Bluff, Illinois 60044

### **Minutes**

1. **Call to Order:** Trustee Jardine called the meeting to order at 7:00 pm.
2. **Roll Call: In attendance** – Trustees Jardine, Shaul, Reidy, Kearney. Also in attendance - Director Starosta, and virtually Jillian Chapman and Anthony. Trustee Sobolak arrived at 7:03pm.
3. **Additions and Corrections to the Agenda:** None
4. **Members of the Public to Address the Board** No members of the public were in attendance.
5. **Consent Agenda:** Trustee Shaul made a motion to approve the minutes of the special board meeting November 4, 2025, Committee of the Whole on November 4, 2025, and Regular Meeting on October 21, 2025. Trustee Kearney seconded the motion. All aye. Motion carried.
6. **Library Director Updates**
  - a. Library Director's and Managers' Monthly Report - Director Starosta answered presented and answered questions related to the ongoing work of the library.
  - b. October 2025 Statistics Reports – no comments
7. **Financial Reports:**
  - a. ACTION: Approve October 2025 Revenue and Expenditure Report: Trustee Reidy made a motion to approve the October 2025 Revenue and Expenditure Report. Trustee Sobolak seconded the motion. Roll call vote: Aye - Trustees Jardine, Shaul, Reidy, Kearney, Sobolak. Motion carried.
  - b. ACTION: Approve September, October 2025 Check Disbursement Report (Nos. 16667-16783): Trustee Kearney made a motion to approve the checks 16667-16783 as presented. Trustee Reidy seconded the motion. Roll call vote: Aye - Trustees Jardine, Shaul, Reidy, Kearney, Sobolak. Motion carried.
8. **New Business**
  - a. DISCUSSION: FY25 Audit Report – Director Starosta has scheduled a presentation from the auditor in January 2026. No questions at this time.
  - b. DISCUSSION: Facility Plan Report – Director Starosta has scheduled a presentation from Studio GC in February. Short discussion on the report.
  - c. ACTION: Policies –
    - i. Updated Personnel Policy Manual – Trustee Kearney made a motion to adopt the policy as updated. Trustee Reidy seconded the motion. All aye. Motion carried.
    - ii. Rescinding Home Deliver Policy – Trustee Sobolak made a motion to rescind the policy as updated. Trustee Jardine seconded the motion. All aye. Motion carried.
    - iii. Review and Update of Circulation Policies 1-19 - Trustee Reidy made a motion to approve the policy as updated. Trustee Sobolak seconded the motion. All aye. Motion carried.
    - iv. Update of FOIA Policy - Trustee Sobolak made a motion to approve the policy as updated. Trustee Shaul seconded the motion. All aye. Motion carried.
    - v. New Materials Disposal Policy - Trustee Shaul made a motion to approve the policy as updated. Trustee Sobolak seconded the motion. All aye. Motion carried.
9. **Library Correspondence and Communications**
  - a. Comment Cards – Were reviewed.

**10. Adjournment** - Trustee Shaul made a motion to adjourn the meeting at 7:36 pm. Trustee Reidy seconded the motion. All aye. Motion carried.