

**Lake Bluff Public Library  
Regular Meeting  
September 18, 2001  
Meeting Minutes**

- I. Call to Order- The meeting was called to order at 7:00 p.m.  
Attendees: Mary Fielding, Andrea Haller, Jim Kenney, Doug Nickels, Carlotta Rotman, Sara Lamb
- II. Observe a moment of silence for those lost in the September 11 terrorist attack.
- III. Presentation by Donna Williams, Children's Librarian: Discussion of her responsibilities including programming activities, book selection, weeding, creating reading lists, and interaction with community groups
- IV. Approval of Minutes: The August 14, 2001 minutes were approved as amended.
- V. Treasurer's Report. A motion was made to approve the check register dated September 11, 2001 for the amount of \$8,868.99. The vote is as follows:  
Mary Fielding- yes  
Andrea Haller- yes  
Jim Kenney- yes  
Doug Nickels- yes  
Carlotta Rotman- yes
- VI. Librarian's Report:  
Reviewed Sara's transition plan for moving into the new building which includes renting temporary movable shelving to transfer a minimum of 261 feet of books out of the way of the walls that will be affected. The newspapers and tables in the Reading Room may need to be moved. Volunteers will be asked to do the actual moving. The affected areas will be closed off.
- The previous month saw an overall increase in the circulation statistics from the previous year. Began the "adopt-a-magazine" program; information regarding the program was sent to previous patrons and the Chamber of Commerce. The Newsletter was sent out. The Illinois First Grant file extension was approved. The Bill and Linda Gates Foundation Grant (a partial building grant to purchase a computer at a discounted price) does not have to be committed to until January. Discussion of extending the Thanksgiving Holiday for library employees.
- VII. Opportunity for the Public to address the Board: No one from the community addressed the Board.
- VIII. Report from the Village Board Meeting: No news pertinent to the Library.
- IX. Committee Reports: Friends: There will be a Friends meeting on Thursday, September 20. The Friends turned down the idea of hosting a Gala event due to the lack of funds. However there is interest from the Vliet Board. More discussion of the gala in conjunction with the Vliet Board will occur on Thursday at the Friends meeting. Long Range Plan: The Chair, Doug Nickels, contacted people in the community that handle project management work. There are some interested parties, Doug will pursue the interested parties.
- X. Old Business:  
A. VCLA: Reviewed the construction timelines. Reviewed the cash position and the collection of pledges. Recommended that we pursue a joint meeting of the Vliet board, and the library board to discuss fundraising. Action: Jim Kenny will call Tom Tincher to arrange a meeting.  
B. Review of Goals: A motion was made and seconded to approve the goals for the FY 2001-2002 as amended. The motion passed unanimously.

Andrea Haller

- XI. A. Consideration of extending the Thanksgiving Holiday to include Friday. A motion was made to add an additional day to the staff schedule that would be a floating holiday. The motion was seconded. The motion passed unanimously.
- B. Quarterly Review of Goals:
- Plan for moving into the new building was completed
- Long range plan, in progress
- Repair of outside seating area, changed as Linda Armour would like to take down the existing seating and re-do the seating in the Spring. Sara will pursue this with Linda and obtain the final proposal in writing
- XII. A motion was made to adjourn at 8:55 p.m. The motion was seconded and passed unanimously

Thanksgiving Holiday