

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, July 10, 2012 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044
Enter through Library main entrance

Present: John Maroszan, Kathy Meierhoff, Judy Nickels,
Romain Wojda

Absent: Julie Gottshall, Cal Stroh, Karen Bush
Library Staff present: Director Eric Bailey

1. The meeting was called to order at 7:00 p.m. by President Maroszan and a quorum was established.

2. Approval of Minutes

- a. Approval of Minutes of 6/12/2012 Regular Board Meeting: Motion to approve by John Maroszan and seconded by Judy Nickels . Ayes: Maroszan, Meierhoff, Nickels, Wojda. Absent : Gottshall, Stroh, Bush.

3. June 2012 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages)

- a. Detailed Balance Sheet – Motion to approve **by John Maroszan, seconded by Romain Wojda. Ayes: Maroszan, Meierhoff, Nickels, Wojda. Absent: Gottshall, Stroh, Bush**

- b. Detailed Revenue & Expense Report Motion to approve **by John Maroszan, seconded by Romain Wojda. Ayes Maroszan, Meierhoff, Nickels, Wojda. Absent: Gottshall, Stroh, Bush**
- c. Detailed Revenue & Expense Report with Percentages Motion to approve **by John Maroszan, seconded by Romain Wojda. Ayes: Maroszan, Meierhoff, Nickels, Wojda. Absent: Gottshall, Stroh, Bush.**

4. Approval of checks (Green Pages)

- a. Manual Checks (10626-10644) Motion to approve **by John Maroszan, seconded by Romain Wojda. Ayes: Maroszan, Meierhoff, Nickels, Wojda. Absent: Gottshall, Stroh, Bush.**
- b. Monthly Checks (10645-10671) Motion to approve **by John Maroszan , seconded by Romain Wojda. Ayes Maroszan, Meierhoff, Nickels, Wojda. Absent: Gottshall, Stroh, Bush.**

5. Opportunity for Public to Address the Board (limit 5 minutes per person per meeting) No one addressed the board.

6. Old Business

- a. Discussion of Landscape Project **move to approve the selection of Breezy Hill as contractor for landscape project, hardscape project, and sprinkler project for Fall of 2012 pending legal and village approval. John Maroszan motioned and Romain Wojda seconded. Ayes Nickels, Wodja, Maroszan, Meierhoff. Absent: Bush, Stroh, Gottshall,**
- b. Use of Audiovisual Equipment by Registered Non-Library Groups :**Motion to approve the policy presented for meeting room use proposed by John Maroszan, seconded by Judy Nickels. Ayes Maroszan, Meierhoff, Nickels, Wojda. Absent: Gottshal, Bush, Stroh.**
- c. Discussion of rough draft of plan for creating a new Long Range Plan to include technology, 2nd phase of renovation, staffing/manpower needs, budget for 5 yrs, community needs. Discussion to move ahead with director's recommendations.

7. Director's Report

- a. Director's Narrative Report: Time Management Software pending , Director Office locks changed,
- b. Elvis in Lake Bluff
- c. Statistical Report
- d. Announcements and Correspondence
- e. Friends Meeting Attendee for August: Director Bailey, September: Meieroff.
- f. Programs of Interest to Library Trustees

** Board officers need to let Director know availability in August for check signing.

Director looking at Professional Development courses.

8. New Business

- a. Discussion of Chapter 9 “Programming” from the *Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009* for Per Capita Grant Requirements
- b. Discussion of serving diverse populations within the service area per Capita Grant.
- c. Payment of bills during month of August . **Motion to allow Director to approve checks for upcoming month to be approved at the September meeting. Motion by John Maroszan, Seconded Romain Wojda. Ayes: Maaszan, Meierhoff, Nickels, Wojda. Absent: Bush, Gottshall, Stroh.**
- d. **Friends do not meet in July. Director will attend August Friends Meeting, Meierhoff will attend September meeting.**

9. 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) The Board did not go into Executive Session.

10. Committee Reports

- a. Finance Committee (Bush, Stroh, Marozsan)
- b. Human Resources Committee (Gottshall, Bush)
- c. Building and Grounds Committee (Stroh, Meierhoff)
See previous discussion 6 A.
- d. Technology Committee (Marozsan, Wojda)
- e. Public Relations/Advocacy/Fundraising (Nickels, Wojda)
- f. Friends Liaison (Nickels)
- g. Historical Museum Liaison (Nickels, Gottshall)
- h. Long Range Planning Committee (Board as a whole when needed)

11. Any and all other business which may properly come before the Board - none

12. Adjournment 8:31. Motion by John Marozsan, seconded Judy Nickels. Ayes Marozsan, Meierhof, Nickels, Wojda. Absent: Gottshall, Bush, Stroh.

Attachments:

Potential funding for landscape project

Proposals from Breezy Hill, Kinnucan, and J&E

Cost of Audiovisual equipment

Proposed updated policy on use of AV equipment by registered groups

**Rough draft of Long Range Plan proposal
Chapter 9 of *Serving our Public 2.0*
Per Capita Grant requirements**

**Upcoming Board Meetings: September 11, October 9, and
November 13 2012**