

**Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, November 13, 2012 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044**

1. **Call to Order** - the meeting was called to order by President Marozsan. Roll call was called and a quorum was established.
Present: Karen Bush, Tim Kregor, John Marozsan, Kathy Meierhoff, Cal Stroh, Romain Wojda. **Absent:** Julie Gottshall (arrived 7:30 p.m.)
Library Staff: Director Eric Bailey, Carlen DeThorne
Members of the Pubic: None
2. **Additions & Corrections to the Agenda** - none
3. **Approval of Minutes**
 - a. Approval of Minutes of 10/16/2012 Long Range Plan Committee Meeting
Correction of minutes to include Martha Cordinez as a member of the public attending. Move to approve, Meierhoff, second, Wojda, ayes: Bush, Kregor, Marozsan, Meierhoff, Stroh, Wojda. Absent: Gottshall
 - b. Approval of Minutes of 10/16/2012 Regular Meeting of the Board **Motion to approve, Stroh, second, Kregor, ayes Bush, Kregor, Marozsan, Meierhoff, Stroh, Wojda. Absent: Gottshall**
 - c. Approval of Minutes of 11/3/2012 Human Resources Meeting - **Motion to approve, Bush, second, Meierhoff, ayes: Bush, Kregor, Marozsan, Meierhoff, Stroh, Wojda. Absent: Gottshall**
4. **October 2012 Financial Reports** – Detailed Balance and Revenue/Expense (Yellow Pages)
 - a. October Detailed Balance Sheet
 - b. October Detailed Revenue & Expense Report
 - c. October Detailed Revenue & Expense Report
Motion to approve all October 2012 Financial Reports made by Bush, second by Meierhoff, ayes: Bush, Kregor, Marozsan, Meierhoff, Stroh, Wojda. Absent: Gottshall
5. **Approval of checks** (Green Pages)
 - a. October Manual Checks (10832-10843)
 - b. September Monthly Checks (10844-10872)
 - c. **Motion to approve October manual and September monthly checks made by Wojda, second by Bush, ayes: Bush, Kregor, Marozsan, Meierhoff, Stroh, Wojda. Absent: Gottshall**

6. **Opportunity for Public to Address the Board** (limit 5 minutes per person per meeting)
none
7. **Old Business**
 - a. Landscape Update – **landscape work complete – waiting final billing. Lights and book drop should be installed by the end of November. Three benches are ordered and will be installed. Library has heard many favorable comments regarding the project.**
 - b. Library User Behavior Policy - **will be revised and discussed at a future meeting**
 - c. Discussion of Library Bank Accounts - **Accounts at Northern Trust bank will be closed and safe deposit box will be accessed to determine if it holds any valuables.**
8. **Director's Report**
 - a. Director's Narrative Report
 - b. Statistical Report
 - c. Announcements and Correspondence
 - d. Friends Meeting Attendee for December – **Kregor will attend the December meeting and Wojda will attend the January meeting.**
 - e. Programs of Interest to Library Trustees – **none discussed**
9. **New Business**
 - a. Tax Levy for 2013-2014 Fiscal Year - **motion to approve and notify the Village of Lake Bluff a levy of \$833,508.00 for fiscal year 2013 – 2014 made by Marozsan, second by Kregor, , ayes: Bush, Kregor, Marozsan, Meierhoff, Stroh, Wojda, Gottshall**
 - b. Discussion of Potential Projects Using Special Reserve Funds in the Next Year – **see list**
 - c. Revised Computer Usage Policy – **will be further revised and discussed at a future meeting**
 - d. Heat Exchanger for Wood Building HVAC - **Director will receive 3 opinions and estimates for review by Building and Grounds Committee**
 - e. Discussion of Long Range Plan – **reviewed overview draft – technology 3 year plan/needs/costs will be discussed at Technology Committee with follow up to the Board at a future meeting. Other plans ongoing for future follow up.**
10. **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

11. Committee Reports

- a. Finance Committee (Stroh, Kregor, Bush)
- b. Human Resources Committee (Gottshall, Bush, Meierhoff)
- c. Building and Grounds Committee (Stroh, Meierhoff)
- d. Technology Committee (Kregor, Wojda)
- e. Public Relations/Advocacy/Fundraising (Gottshall, Wojda)
- f. Friends Liason (rotates among trustees)
- g. Intergovernmental Committee (Stroh, Bush)
- h. Long Range Planning Committee (Kregor, Wojda)

12. Any and all other business which may properly come before the Board

12. Adjournment – Motion to adjourn by Gottshall at 8:32 p.m., second by Bush, , ayes: Bush, Gottshall, Kregor, Marozsan, Meierhoff, Stroh, Wojda.

Attachments:

Current User Behavior Policy
Revised User Behavior Policy
Tax Levy and Budget Information for FY2013-2014
List of Potential Projects for Which the Special Reserve Fund Might Be Used in the Next Fiscal Year
Current Computer Usage Policy
Revised Computer Usage Policy
Picture of Heat Exchanger in Wood Building HVAC
Fundraising Letter Distributed by the Friends of the Library
Kid's Corner Thank You Letter

Upcoming Board Meetings: December 11, 2012, January 8, 2013, and February 12, 2013

**Respectfully Submitted,
Kathy Meierhoff, Secretary**