

Lake Bluff Library Board of Trustees

Meeting Minutes

September 11, 2012, 7 P.M.

123 E Scranton Ave. Lake Bluff Il 60044

Trustees attending: John Marozsan, Julie Gottshall, Tim Kregor, Kathy Meierhoff. Absent: Karen Bush, Cal Stroh, Romain Wojda

Additional attendees; Eric Bailey, Director, Martha Cordeniz, Carlen DeThorne

1. Call to order: the meeting was called to order by President Marozsan at 6:57 p.m. and a quorum was established.
2. Additions and corrections to the agenda: none
3. Quotes to upgrade Library computers to Window 7: motion to approve Computer View Inc. (CVI) proposal for \$7242.00 made by Marozsan, seconded by Meierhoff, Ayes: Marozsan, Meierhoff, Gottshall, Kregor, Absent: Bush, Stroh, Wojda
4. Approval of minutes
 - a. Approval of minutes 7/10/2012 Regular Meeting: motion to approve by Marozsan, seconded by Meierhoff. Ayes: Marozsan, Meierhoff, Gottshall, Kregor, Absent: Bush, Stroh, Wojda
 - b. Approval of minutes 7/10/2012 Building and Grounds Committee Meeting: motion to approve as corrected (Stroh absent) by Marozsan, seconded by Meierhoff. Ayes: Marozsan, Meierhoff, Gottshall, Kregor, Absent: Bush, Stroh, Wojda
 - c. Approval of minutes 7/24/2012 Building and Grounds Committee Meeting: motion to approve by Marozsan, seconded by Meierhoff. Ayes: Marozsan, Meierhoff, Gottshall, Kregor, Absent: Bush, Stroh, Wojda
 - d. Approval of minutes 8/28/2012 Special Board Meeting: motion to approve by Gottshall , seconded by Marozsan. Ayes: Marozsan, Meierhoff, Gottshall, Kregor, Absent: Bush, Stroh, Wojda
 - e. Approval of minutes 8/28/2012 Human Resources Committee Meeting: motion to approve by Gottshall , seconded by

Marozsan. Ayes: Marozsan, Meierhoff, Gottshall, Kregor,
Absent: Bush, Stroh, Wojda

- f. Approval of minutes 8/28/2012 Building and Grounds
Committee Meeting: motion to approve by Marozsan,,
seconded by Meierhoff. Ayes: Marozsan, Meierhoff, Gottshall,
Kregor, Absent: Bush, Stroh, Wojda
5. July and August 2012 Financial Reports – Detailed Balance and
Revenue/Expense (yellow pages)
 - a. July Detailed Balance Sheet
 - b. July Detailed Revenue and Expense Report
 - c. July Detailed Revenue and Expense Report
 - d. August Detailed Balance Sheet
 - e. August Detailed Revenue and Expense Report
 - f. August Detailed Revenue and Expense Report
Motion to approve all reports by Marozsan, seconded by
Gottshall . Ayes: Marozsan, Meierhoff, Gottshall, Kregor,
Absent: Bush, Stroh, Wojda. Additional discussion to invite
Village Financial representatives to the October Meeting to
discuss the report format and details.
6. Approval of checks
 - a. July manual checks (10672 – 10693)
 - b. July Monthly checks (10711 – 10747)
 - c. August Manual checks (10748 – 10757)
 - d. August Monthly checks (10758 – 10784)
 - g. Motion to approve all checks by Marozsan, seconded by
Gottshall. Ayes: Marozsan, Meierhoff, Gottshall, Kregor,
Absent: Bush, Stroh, Wojda
7. Opportunity to address the board: none
8. Old Business:
 - a. Discussion of landscape plan: Process ongoing. Public
meetings ongoing. Motion to authorize Director Bailey to
approve final proposal from Breezy Hill Nursery up to
\$20,000.00 pending the review of the President of Board of
Trustees and Chairperson of Building and Grounds and to
apply for building permits upon approval of Village Review
Boards made by Marozsan seconded Gottshall. Ayes:
Marozsan, Meierhoff, Gottshall, Kregor, Absent: Bush, Stroh,
Wojda

- b. Discussion of Creating a New Long Range Plan: Four areas identified for consideration: Technology, Phase 2 Renovation, Staffing Needs, Budget. Target date for discussion: November 2012.
 - c. Committee Appointments: deferred to October meeting
- 9. Director's Report
 - a. Director Narrative Report
 - b. Statistical Report
 - c. Announcements and Correspondence
 - d. Friends Meeting Attendee For October 13 Meeting: Gottshall
 - e. Programs of Interest to Library Trustees: none discussed
- 11. New Business
 - a. Review of State Grants and Taxes for Per Capita Requirements
 - b. Discussion of Library Programming and Outreach for Per Capita Grant
 - c. GASB Assignment ; action deferred to October meeting
 - d. Photo Policy: no action taken
 - e. Holiday Dates: motion to approve by Marozsan, seconded by Gottshall. Ayes: Marozsan, Meierhoff, Gottshall, Kregor, Absent: Bush, Stroh, Wojda
 - f. Meeting Dates: motion to approve as corrected by Marozsan, seconded by Gottshall. Ayes: Marozsan, Meierhoff, Gottshall, Kregor, Absent: Bush, Stroh, Wojda
 - g. Trinkets and Treasures: no action taken
 - h. Non Resident Program : motion to approve by Marozsan, seconded by Gottshall. Ayes: Marozsan, Meierhoff, Gottshall, Kregor, Absent: Bush, Stroh, Wojda
 - h. Vote of Thanks to Judy Nickels: motion to approve by Marozsan, seconded by Gottshall. Ayes: Marozsan, Meierhoff, Gottshall, Kregor, Absent: Bush, Stroh, Wojda
- 12. Executive Session: motion to go to Executive Session at 9:05 p.m. by Marozsan, seconded by Gottshall. Ayes: Marozsan, Meierhoff, Gottshall, Kregor, Absent: Bush, Stroh, Wojda
 - 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
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Motion to adjourn Executive Session at 9:21 p.m. by Marozsan,
seconded by Gottshall. Ayes: Marozsan, Meierhoff, Gottshall,
Kregor, Absent: Bush, Stroh, Wojda

13. Committee Reports

- a. Finance Committee (Stroh, Marozsan, Gottshall): none
- b. Human Resource Committee (Gottshall, Bush) none
- c. Building and Grounds Committee (Stroh, Meierhoff): see 9 a.
- d. Technology Committee (Marozsan, Meierhoff): none
- e. Public Relations/Advocacy/Fundraising: none
- f. Friends Liaison (Bush, Nickels): see 10 d.
- g. Historical Museum Liaison (Nickels, Bush): see 11 g.
- h. Long Range Planning Committee (proposed Kregor, Wojda,
Marozsan)

14. Any and all other business which may properly come before the
Board: none

- i. Adjournment: 9:22 p.m. motion to adjourn by Marozsan,
seconded by Gottshall. Ayes: Marozsan, Meierhoff, Gottshall,
Kregor, Absent: Bush, Stroh, Wojda

Future Meetings: October 9, November 13, December 11, 2012

Respectfully Submitted.
Kathy Meierhoff, Secretary

