

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, April 16, 2013 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044

1. **Call to Order – the meeting was called to order at 7:05 by President John Marozsan. Roll call was called and a quorum was established. Present: Julie Gottshall, Kathy Meierhoff, Cal Stroh, Romain Wojda, Karen Bush, John Marozsan. Absent: Tim Kregor. Members of the public: Scott Butler, Ruth Schnell. Library Staff: Eric Bailey, Director, Carlen De Thorne**

2. **Additions & Corrections to the Agenda - none**

3. **Approval of Minutes**
 - a. **Approval of Minutes of 3/12/2013 Regular Meeting - add June 18th to future meeting list – motion to approve was made by Stroh, seconded by Wojda. Ayes: Julie Gottshall, Kathy Meierhoff, Cal Stroh, Romain Wojda, Karen Bush, John Marozsan. Absent: Tim Kregor.**
 - b. **Approval of Minutes of 3/12/2013 Building and Grounds Committee Meeting - motion to approve the minutes by Bush, seconded by Wojda, Julie Gottshall, Kathy Meierhoff, Cal Stroh, Romain Wojda, Karen Bush, John Marozsan. Absent: Tim Kregor.**
 - c. **Approval of Minutes of 4/11/2013 Technology Committee Meeting - motion to approve the minutes was made by Stroh, seconded by Meierhoff. Ayes: Julie Gottshall, Kathy Meierhoff, Cal Stroh, Romain Wojda, Karen Bush, John Marozsan. Absent: Tim Kregor.**

4. **March 2013 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages)**
 - a. **March Detailed Balance Sheet**
 - b. **March Detailed Revenue & Expense Report**
 - c. **March Revenue & Expense Report with Percentages**
A motion was made to approve the March 2013 detailed balance sheet, detailed revenue and expense report and revenue and expense report with percentages by Bush, seconded by Wojda. Ayes: Julie Gottshall, Kathy Meierhoff, Cal Stroh, Romain Wojda, Karen Bush, John Marozsan. Absent: Tim Kregor.

5. **Approval of checks (Green Pages)**
 - a. **March Manual Checks (11035-11045) (action)**
 - b. **March Monthly Checks (11046-10071) (action)**
A motion was made to approve the March 2013 manual checks 11035 – 11045, and March 2013 monthly checks 11046 – 10071 by Stroh, seconded by Wojda. Ayes: Julie Gottshall, Kathy Meierhoff, Cal Stroh, Romain Wojda, Karen Bush,

John Marozsan. Absent: Tim Kregor.

6. Opportunity for Public to Address the Board No one addressed the Board

7. Old Business

- a. Draft of Long Range Plan - **a revised mission statement was discussed - final draft will be discussed at a future meeting**

8. Director's Report

- a. Director's Narrative Report
- b. Statistical Report
- c. Announcements and Correspondence
- d. Friends Meeting Attendee for May 11 – **Meierhoff will attend**
- e. Programs of Interest to Library Trustees – **May 8 Phyllis Fox Writing Award Ceremony, Park District Community Room, 7:00 p.m.**

9. New Business

- a. Recommendation for Integrated Library System Vendor - **Director will send non-binding letter to for purchase of Sienna Library System -**
- b. Draft of New Mission Statement - **revision ongoing**
- c. Library Shelving – **discussion regarding the possible replacement of shelving. Director will gather information for review at future Building and Grounds Committee**
- d. May Checks – **if paperwork for new officer signing authority is not available to complete at the next meeting, the Board may extend temporary authority to an outgoing officer .**

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 to 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) – **see attached minutes**
- d. Technology Committee (Kregor, Wojda) – **see attached minutes**
- 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 - none

13. Adjournment – a motion was made to adjourn the meeting at 8:44 p.m. by Bush, seconded by Wojda. Ayes: Julie Gottshall, Kathy Meierhoff, Cal Stroh, Romain Wojda, Karen Bush, John Marozsan. Absent: Tim Kregor.

Attachments:

Draft of Long Range Plan

Recommendation for a New ILS Vendor

Summary of the State of the Library's Upright Shelving

Letter from Museum Board

Per Capita Grant Letter

Gazebo News Article

Upcoming Board Meetings: June 18, July 9, and August 13 2013.

**Respectfully submitted,
Kathy Meierhoff, Secretary**