

**LAKE BLUFF PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING**

December 10, 2013

The meeting was called to order at 6:59 p.m. by President Kathy Meierhoff. Also present: Tim Kregor, Ruth Schnell, Carl Schons, Cal Stroh, Library Director Eric Bailey, staff member Martha O'Hara. Absent: Scot Butler, Romain Wojda.

Stroh moved, Kregor seconded the motion to approve the minutes of the Library Board regular meeting of 11/12/ 2013. All voted Aye.

Stroh moved, Schons seconded the motion to approve the minutes of the 11/12/2013 Building and Grounds Committee meeting. All voted Aye.

Kregor moved, Schons seconded the motion to approve the minutes of the 11/13/2013 Technology Committee meeting. All voted Aye.

Stroh moved, Kregor seconded the motion to approve the 11/20/2013 Human Resources Committee meeting. All voted Aye.

Stroh moved, Schons seconded the motion to approve the November Detailed Balance Sheet. Voting Aye: Kregor, Meierhoff, Schnell, Schons, Stroh. Voting No: None. Absent: Butler, Wojda. Director Bailey will continue to keep an eye on the water bill and the meter's accuracy.

Stroh moved, Schons seconded the motion to approve the November Detailed Revenue and Expense Report. Voting Aye: Kregor, Meierhoff, Schnell, Schons, Stroh. Voting No: None.

Stroh moved, Schons seconded the motion to approve the November Manual Checks 11409-11417. Voting Aye: Kregor, Meierhoff, Schnell, Schons, Stroh. Voting No: None.

Stroh moved, Schons seconded the motion to approve the November Monthly Checks 11418-11453. Voting Aye: Kregor, Meierhoff, Schnell, Schons, Stroh. Voting No: None.

It was agreed that in order to respond to patrons' questions the Trustees would find it helpful to learn more about the library processes and staff duties--"A Day in the Life of a Library Staff Member". Director Bailey will work on suggestions.

Director Bailey reported on the month's activities. Preparations for the Board and Staff Holiday Luncheon on Thursday, December 12 were discussed.

Kregor will represent the Trustees at the next Friends meeting on January 18<sup>th</sup>.

Director Bailey read a letter from a young patron to encourage establishing a home-bound book delivery program. The Friends have been considering starting such a program.

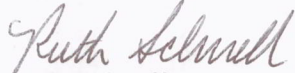
On the issue of the Special Reserve Fund, Kregor moved, Schons seconded the motion that we raise the upper limit of the Annual Operating Budget from the present 50% to 75%. Voting Aye: Kregor, Meierhoff, Schnell, Schons, Stroh. Voting No: None.

Stroh brought up the need to pay more attention to clearing ice and snow on the sidewalks in front of the library.

Committee reports included the report on the Intergovernmental Committee meeting held today at 6:00 p.m.. By late March/early April Phyllis Albrecht, Lyndy Jensen and Director Bailey will prepare a draft of the Memorandum of Understanding Regarding the Intergovernmental and Lease Agreements.

Stroh moved, Schnell seconded the motion to adjourn the meeting at 8:00. All voted Aye.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Ruth Schnell". The signature is written in a cursive, flowing style.

Ruth Schnell  
Board Secretary