

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, February 12, 2013 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044

1. **Call to Order** -- the meeting was called to order by President John Marozsan at 7:02 p.m. Roll call was called and a quorum was established. Present: Karen Bush, Julie Gottshall, Tim Kregor, John Marozsan, Kathy Meierhoff, Cal Stroh, Romain Wojda. Library Staff: Director Eric Bailey, Carlen DeThorne, Martha Cordinez, Claire Osada
2. **Additions & Corrections to the Agenda** - none
3. **Approval of Minutes**
 - a. Approval of Minutes of 1/08/2013 Regular Meeting of the Board - **Bush motioned to approve, Wodja seconded, ayes: Bush, Gottshall, Kregor, Marozsan, Meierhoff, Stroh, Wojda.**
 - b. Approval of Minutes of 1/24/2013 Technology Committee Meeting - **Kregor motioned to approve, Bush seconded, ayes: Bush, Gottshall, Kregor, Marozsan, Meierhoff, Stroh, Wojda.**
 - c. Approval of Minutes of 2/5/2013 Human Resources Committee Meeting – **Gottshall motioned to approve, Bush seconded, ayes: Bush, Gottshall, Kregor, Marozsan, Meierhoff, Stroh, Wojda**
4. **January 2013 Financial Reports** – Detailed Balance and Revenue/Expense (Yellow Pages)
 - a. January Detailed Balance Sheet
 - b. January Detailed Revenue & Expense Report
 - c. January Detailed Revenue & Expense Report
Motion to approve all January 2013 financial reports made by Bush, seconded by Wojda, ayes: Bush, Gottshall, Kregor, Marozsan, Meierhoff, Stroh, Wojda.
5. **Approval of checks** (Green Pages)
 - a. January Manual Checks (10952-10953, 10955-10961)
 - b. January Monthly Checks (10962-10995)
Motion to approve all January 2013 monthly and manual checks made by Gottshall, seconded by Bush, ayes: Bush, Gottshall, Kregor, Marozsan, Meierhoff, Stroh, Wojda.
6. **Opportunity for Public to Address the Board** - none
7. **Old Business**

- a. Revised Patron Behavior Policy – **motion to approve by Gottshall, seconded by Meierhoff, ayes: Bush, Gottshall, Kregor, Marozsan, Meierhoff, Stroh, Wojda.**
- b. Revised Computer Usage Policy - **motion to approve by Gottshall, seconded by Meierhoff, ayes: Bush, Gottshall, Kregor, Marozsan, Meierhoff, Stroh, Wojda**
- c. Budget for Fiscal Year 2013-2014 **motion to approve the Lake Bluff Library Budget 2013/2014 for \$864,452.00 and transfer \$100,000.00 to the General Reserve Fund from the Reserve Fund made by Marozsan, seconded by Bush, ayes: Bush, Gottshall, Kregor, Marozsan, Meierhoff, Stroh, Wojda.**

8. Director's Report

- a. Director's Narrative Report
- b. Statistical Report
- c. Announcements and Correspondence
- d. Friends Meeting Attendee for April 13 (No Meeting in March) – **to be determined at March Library Board Meeting**
- e. Programs of Interest to Library Trustees – **none discussed**

9. New Business

- a. Staff Reorganization and Salary Ranges – **motion to approve the Organizational Plan and Salary Ranges as outlined by the Flow Chart and Salary Range Schedule attached made by Bush, seconded by Gottshall, ayes: Bush, Gottshall, Kregor, Marozsan, Meierhoff, Stroh, Wojda.**

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)

A motion was made by Bush for the Board to go into Executive Session at 8:18 p.m., seconded by Wojda , ayes: Bush, Gottshall, Kregor, Marozsan, Meierhoff, Stroh, Wojda.

A motion was made by Marozsan to end Executive Session at 8:31 p.m. seconded by Gottshall, ayes: Bush, Gottshall, Kregor, Marozsan, Meierhoff, Stroh, Wojda.

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) – **Technology Timetable was discussed pursuant to the attached Committee Timetable Report**
- 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 to adjourn at 8:32 p.m. was made by Marozsan, seconded by Gottsall, ayes: Bush, Gottshall, Kregor, Marozsan, Meierhoff, Stroh, Wojda.

Attachments:

**Draft of 2013-2014 FY Budget
Revised User Behavior Policy
Revised Computer Usage Policy
Flow Chart and Salary Ranges
Technology Timetable**

Upcoming Board Meetings: March 12, April 9, 2013, and May 14.