

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, May 14, 2013 at 7:00 PM**  
123 E. Scranton Ave, Lake Bluff, IL 60044

1. **Call to Order** – the meeting was called to order at 7:04. Roll call was complete and a quorum was established. Present: Kathy Meierhoff and newly sworn in Library Trustees Cal Stroh, Tim Kregor, Romain Wojda, Scot Butler and Ruth Schnell. There was one vacant Trustee position. Members of the public: none. Library Staff: Director Eric Bailey, staff members Carlen De Thorne, Martha Cordinez.
2. **Additions & Corrections to the Agenda** - none
3. **Election of Secretary Pro Tempore** – Kathy Meierhoff was elected – motion made by Stroh, seconded by Wojda. Ayes: Butler, Kregor, Meierhoff, Schnell, Stroh, Wojda.
4. **Election of Board Officers and Selection of Committee Members** – motion to nominate Kathy Meierhoff as President made by Stroh, seconded by Wojda, ayes: Butler, Kregor, Meierhoff, Schnell, Stroh, Wojda. Motion to nominate Cal Stroh as Vice President was made by Meierhoff, seconded by Wojda, ayes: Butler, Kregor, Meierhoff, Schnell, Stroh, Wojda. Motion to nominate Ruth Schnell as Secretary was made Stroh, seconded by Wojda, ayes: Butler, Kregor, Meierhoff, Schnell, Stroh, Wojda. Motion to nominate Scot Butler as Treasurer was made by Wojda, seconded by Meierhoff, ayes: Butler, Kregor, Meierhoff, Schnell, Stroh, Wojda. See Section 15 for Committee assignments.
5. **Executive Session**
  - a. To discuss the selection of a person to fill a public office in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (3) – a motion was made by Stroh to go into executive Session at 7:40 and seconded by Wojda. Director Bailey was in attendance. The executive Session ended with a motion to adjourn by Stroh seconded by Wojda at 7:52 p.m.
6. **Trustee Vacancy** - a motion was made by Stroh, seconded by Wojda to appoint Carl Schons to fill the vacancy position. Ayes: Butler, Kregor, Meierhoff, Schnell, Stroh, Wojda. Director Bailey will notify Mr. Schons of his appointment.
7. **Approval of Minutes**
  - a. Approval of Minutes of 4/16/2013 Regular Meeting of the Board - the following correction was made to Section 9 a: *Director send a nonbinding letter for the purchase of a Sierra Library System* – motion to make the correction and approve the minutes made by Stroh, seconded by Schnell, ayes: Butler, Kregor, Meierhoff, Schnell, Stroh, Wojda,

- b. Approval of Minutes of 4/24/2013 Human Resources Committee Meeting – motion to approve the minutes made by Meierhoff and seconded by Wojda. ayes: Butler, Kregor, Meierhoff, Schnell, Stroh, Wojda,

**8. April 2013 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages)**

- a. April Detailed Balance Sheet
- b. April Detailed Revenue & Expense Report
- c. April Revenue & Expense Report with Percentages

A motion was made by Wojda and seconded by Stroh to approve the April 2013 Detailed Balance Sheet, April 2013 Detailed Revenue and Expense Report and the April 2013 Revenue and Expense Report with Percentages. Ayes: Butler, Kregor, Meierhoff, Schnell, Stroh, Wojda,

**9. Approval of checks (Green Pages)**

- a. April Manual Checks (11072-11078)
- b. April Monthly Checks (11079-11118)

A motion was made by Stroh and seconded by Butler to approve the April 2013 Manual checks (11072 – 11078) and April 2013 Monthly Checks (11079 – 11118). , ayes: Butler, Kregor, Meierhoff, Schnell, Stroh, Wojda.

**10. Opportunity for Public to Address the Board** (limit 5 minutes per person per meeting) – no one addressed the Board.

**11. Old Business**

- a. Draft of Long Range Plan - discussion was deferred until the June meeting to allow new Trustees to review.
- b. Draft of New Mission Statement – discussion was deferred until the June meeting to allow new Trustees to review.
- c. Discussion of Library Shelving – the Trustees were updated on the recommendations of the Building and Grounds Committee and the Director was asked to complete a more detailed comparison document of Library Furniture International and Estey. This will be presented at the June meeting.
- d. Discussion of Integrated Library System - the Technology Committee will meet to review the final proposal and report back to the full Board at the June meeting.

**12. Director's Report**

- a. Director's Narrative Report
- b. Statistical Report
- c. Announcements and Correspondence
- d. Friends Meeting Attendee for June 8 – Ruth Schnell will attend
- e. Programs of Interest to Library Trustees

**13. New Business -**

- a. Building and Grounds Update - the design for the "Dalhman Garden" prepared by Breezy Hill Nursery in 2012 was discussed and it was agreed to continue to work with Breezy Hill and request a complete estimate of labor and material. The process to receive Village approval will get started by the Library and final plans will be presented to the Dalhman family. Additional funds have been donated for an additional memorial bench so two will be ordered and installed upon completion of the project.
- b. FOIA Request

#### **14. 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 have another Executive Session.

#### **15. Committee Reports**

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

#### **16. Any and all other business which may properly come before the Board - none**

- 17. Adjournment** – a motion was made to adjourn at 9:28 p.m. by Stroh, seconded by Wojda. Ayes: Butler, Kregor, Meierhoff Schnell, Stroh, Wojda.

#### **Attachments:**

**Draft of Long Range Plan**  
**Draft of New Mission Statement**  
**Carl Schons Resume**

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