

LAKE BLUFF PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
April 8, 2014

The meeting was called to order at 7:05 p.m. by President Kathy Meierhoff. Also present: Scot Butler, Tim Kregor, Ruth Schnell, Carl Schons, Cal Stroh, and Library Director Eric Bailey.

Absent: Romain Wojda

No members of the public were present.

Comments on the agenda were:

by Kregor: let the patrons know the results of the Patron Satisfaction Survey

by Schnell: correct "Approval of the Finance Committee Minutes" to read "Approval of the Board of Trustees Minutes"

Stroh moved, Butler seconded the motion to approve the minutes of the March 11, 2014 regular meeting of the Board. Voting Aye: All

Director Bailey reported that the Detailed Balance and Revenue/Expense sheets information from the Village is not available yet.

Butler moved, Stroh seconded the motion to approve the March Manual Checks (11562-11569). Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh. Voting No: None

Stroh moved, Butler seconded the motion to approve the March Monthly Checks (11570-11599). Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh. Voting No: None

After discussion Butler moved, Stroh seconded the motion to accept the Revised Personnel Handbook recommended for approval by the Human Resources Committee including revisions discussed by the Board, to be effective May 1, 2014.

Voting Aye: All

Director Bailey stated that the Personnel Handbook will be regarded as a living document and will be reviewed once a year.

Director Bailey will inform the Lake Bluff Library patrons via the next Library newsletter, the Gazebonews, and the Lake Forester that their participation in the Patron Satisfaction Survey is very much appreciated. The Library website will include more detailed information on the results.

Director Bailey presented the Director's report.

The Board continues to be very concerned about safety issues concerning inadequate snow removal on the Oak and Scranton sidewalks and areas of patron access. We expect the Village to give as much attention to the Library's patrons as to those of the rest of the municipal buildings.

Butler moved, Schons seconded the motion to approve the Policy on Payment of Part-Time Staff Members During Unplanned Closings as recommended by the Library Director. Voting Aye: All

The Board Secretary was directed to send notes of thanks to be included with Certificates of Appreciation to Deena Sutherland, for her wonderful contributions as a staff member, and to the Friends of the Library, who have given so generously of their time and funds for the benefit of the Library. Director Bailey will write the note of thanks to Julie Gottshall, who gave Director Bailey

valuable assistance in revising the Personnel Handbook.

Meierhoff volunteered to represent the Board at the April 19<sup>th</sup> meeting of the Friends of the Library.

Butler moved, Schons seconded the motion to adjourn at 8:55 p.m.

Voting Aye: All

Respectfully submitted,

A handwritten signature in cursive script that reads "Ruth Schnell".

Ruth Schnell  
Board Secretary