

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 14, 2014

The meeting was called to order at 7:02 p.m. by President Kathy Meierhoff. Also present: Scot Butler, Tim Kregor, Ruth Schnell, Carl Schons, Cal Stroh, Romain Wojda, Library Director Eric Bailey, staff members Carlen DeThorne and Martha O'Hara.

Stroh moved, Schons seconded the motion to approve the minutes of the Library Board regular meeting of December 10, 2013, as amended to change the Friends meeting date to January 18. All voted Aye.

Stroh moved, Butler seconded the motion to approve the minutes of the Human Resources Committee Meeting of December 19, 2013. All voted Aye.

Stroh moved, Wojda seconded the motion to approve the December Detailed Balance Sheet. Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh, Wojda. Voting No: None.

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

Stroh moved, Wojda seconded the motion to approve the December Manual Checks 11217, 11454-11455, 11457-11459, 11461-11464. Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh, Wojda. Voting No: None.

Stroh moved, Wojda seconded the motion to approve the December Monthly Checks 11465-11493. Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh, Wojda. Voting No: None.

Director Bailey discussed his January report. He will inform the Board secretary when the Friends have purchased something for the Library, so that the secretary can write thank you notes on behalf of the Board.

Discussion followed about Trustees' concern for the length of the Sierra training for staff, requiring closure of the library (3 days) in February and possible insufficient advance notice of the closing to patrons. The Director will see that the information is out by January 21. Suggestions were: using signs on the door, Patch and Gazebo News, email, the library web-site, letters to patrons, the Village, Park District and schools. Butler moved, Kregor seconded the motion to approve potentially up to 3 days' closure of the library for staff training by Sierra with the understanding that every effort will be

made for the training to be executed more efficiently and that communication to the public will be made no later than January 21st in the event that the library is closed. All voted Aye.

A technology committee meeting will be scheduled to consider the options for the phone system and the Finance Committee will meet before the budget is presented to the Board for approval at its next meeting.

Wojda moved, Butler seconded the motion that we adjourn to executive session for a semi-annual review of the minutes of two executive sessions, June 18, 2013 and November 1, 2013, in compliance with the Open Meetings Act 5 ILCS 120/2 (c)(21), . All voted Aye. Director Bailey started the tape recording and he and the two staff members left the room. Wojda moved, Schons seconded the motion that the June 18, 2013 executive session minutes be open to the public, amended to include the names of board members attending that meeting. All voted Aye.

Stroh moved, Wojda seconded the motion that the minutes of the November 1, 2013 executive session remain closed. All voted Aye. Butler moved, Schons seconded the motion to end the executive session meeting at 8:57 p.m. All voted Aye.

Wojda moved, Butler seconded the motion to approve the quote from Hewlett Packard for virtual servers for the amount of \$7181.36 and from Computer View Inc. for installation/configuration for \$3600.00. Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh, Wojda. Voting No: None

The regular meeting was re-opened. Director Bailey will arrange to schedule a staff member to discuss his or her duties at each Board Meeting, so that the Board will get to know more about them and their work.

Staff member Rumannah Aasi was recognized by the Board for organizing the successful and creative "It's a Crime Not to Read" program this winter.

Wojda moved, Schons seconded the motion to adjourn. President Meierhoff adjourned the meeting at 9:07 p.m.

Respectfully submitted,



Ruth Schnell
Board Secretary