

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

July 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, Romain Wojda and Library Director Eric Bailey. Staff member Martha O'Hara also attended.

Absent: None

No members of the public were present.

Staff member Martha O'Hara described her duties and experience at the Library.

Stroh moved, Wojda seconded the motion to approve the minutes of the June 10, 2014 Board meeting, revised to include "Absent: Schons" after each list of individual members voting on the motions which deal with financial matters.

Voting Aye: All

Voting No: None

Absent: None

Stroh moved, Wojda seconded the motion to approve the minutes of the June 11, 2014 Technology Committee meeting.

Voting Aye: All

Voting No: None

Absent: None

Stroh moved, Wojda seconded the motion to approve the minutes of the June 12, 2014 Human Resources Committee meeting, revised to correct the spelling of Carlen De Thorne's name.

Voting Aye: All

Voting No: None

Absent: None

Stroh moved, Wojda seconded the motion to approve the minutes of the June 13, 2014 Finance Committee meeting.

Voting Aye: All

Voting No: None

Absent: None

Stroh moved, Wojda seconded the motion to approve the minutes of the June 16, 2014 meeting of the Public Relations/Advocacy/Fundraising/Liaisons Committee.

Voting Aye: All

Voting No: None

Absent: None

Stroh moved, Wojda seconded the motion to approve the minutes of the June 18, 2014 Building and Grounds Committee meeting.

Voting Aye: All

Voting No: None

Absent: None

Stroh moved, Wojda seconded the motion to approve the minutes of the July 1, 2014 Human Resources Committee.

Voting Aye: All

Voting No: None

Absent: None

Butler presented printed copies his revised program for Library Revenue vs Expense Reports for discussion.

Stroh moved, Wojda seconded the motion to approve the June Financial Reports.

Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh, Wojda.

Voting No: None

Absent: None

Stroh moved, Wojda seconded the motion to approve the June Manual Checks (11695-11698, 11700-11704). Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh, Wojda. Voting No: None

Stroh moved, Wojda seconded the motion to approve the June Monthly Checks (11705-11731). Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh, Wojda.

Voting Aye: All

Voting No: None

Absent: None

The goals listed in the committee reports were discussed.

Butler moved, Wojda seconded the motion to approve the following revision of the personnel manual concerning personal days for library staff: "The Library provides employees with personal days for occasional absence from the workplace needed for personal reasons of a planned or emergency nature. All staff members working 20 or more hours in an average week receive 2 personal days at the beginning of the Fiscal Year. No hourly value is attached to personal days; an employee using a personal day will be compensated for the time they would have otherwise worked on that day. Personal days expire at the end of the Fiscal Year if unused during that time."



Voting Aye: All  
Voting No: None  
Absent: None

The selection of a Space Use Analysis Contractor was discussed.  
Stroh moved, Wojda seconded the motion to select Engberg Anderson's proposal for their Space Usage and Facilities Modernization Plan, for the bid price of \$19,800, pending their approval.

Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh, Wojda  
Voting No: None  
Absent: None

Stroh moved, Wojda seconded the motion to move the Board meetings to the 3<sup>rd</sup> Tuesday of each month.

Voting Aye: All  
Voting No: None  
Absent: None

Notice of the changed dates for the rest of the fiscal year will be posted immediately. The Board's next meeting will be August 19.

Butler moved, Wojda seconded the motion to change the name of the "Public Relations/Advocacy/Fundraising/Liaisons Committee" to the "Outreach Committee".

Voting Aye: All  
Voting No: None  
Absent: None

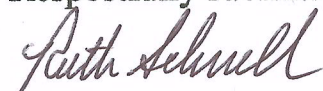
Plan for implementation of goals will be discussed after the Long-Term Planning Committee meets.

Director Bailey gave his report.

Trustees are invited to help with the Library's booth at the Lake County Fair on Saturday, July 26, 2014. Martha O'Hara will see that we get more detailed information. Kregor will attend the August 16 Friends' Meeting.

Stroh moved, Wojda seconded the motion to adjourn at 8:57 p.m. Voting Aye: All

Respectfully submitted,



Ruth Schnell  
Board Secretary