

**GRAYSLAKE AREA PUBLIC LIBRARY DISTRICT  
MEETING NOVEMBER 10, 2009  
MINUTES**

**I. CALL TO ORDER**

The meeting was called to order at 7:00 p.m.

**II. ROLL CALL**

Present were Vice President Kristine Mobley, Secretary Fredrick Barnett, Treasurer Kathleen Starzec, and Trustees Philip Howe and Jeffrey Henkin. Also present were Reference Librarian John Strott and Library Director Roberta Thomas. President Scott Landy was out of town on business but attended via speakerphone beginning at 7:01 p.m. Trustee Kent Rich was absent. Vice President Mobley conducted the meeting because President Landy was not physically present.

**III. ADDITIONS TO THE AGENDA**

**A. Additional Checks**

None.

**IV. PUBLIC COMMENTS**

None.

**V. CONSENT AGENDA ITEMS**

**A. Minutes of previous meetings.**

1. Regular Meeting, October 13, 2009
2. Policy Committee Meeting November 5, 2009
3. Finance Committee Meeting November 5, 2009

**B. Treasurer's Report and Paying of the Bills**

1. Executive Budget Summary
2. CPA Cover Sheet
3. Expenses by Budget Line
4. Expenses by Vendor and Check

**C. Correspondence and communications**

1. General Correspondence

**D. Report of the Librarian**

1. Written Report
2. Statistical Report

**E. Department Heads' Reports**

**F. Staff Reports**

Jeff thanked departing Circulation Clerk Brandon Roe who was a very impressive young man and did a very good job. Jeff also praised the nice letter written by Taylor Mainwaring, who requested the library donate items for a school auction.

Motion to approve the Consent Agenda.

Motion – Barnett

Second – Henkin

Roll call, all voting AYE, approved

## **OTHER REPORTS**

### **G. Report of the Representative to NSLS**

No report.

### **H. Report of the Friends of the Library Representative**

No update since the October meeting

### **I. Report of the Policy Committee**

The Committee met in conjunction with the Finance Committee to review the Investment Policy.

### **J. Report of the Finance Committee**

The committee met and reviewed the draft levy then held a second meeting, this one in conjunction with the Policy Committee to discuss the Investment Policy.

### **K. Report of the Building and Grounds Committee**

The Committee did not meet but member Fred Barnett will participate in the pre-bid walk through this coming Thursday.

### **L. Report of the Trustee Development Committee**

No report.

### **M. Report of the Grayslake Library Foundation**

There will be no house walk so the Fundraising Committee will meet November 12<sup>th</sup> and discuss other options, including a Monopoly Tournament. The old and new checkbook signers need to meet at the bank so signatories can be changed.

## **VI. UNFINISHED BUSINESS**

### **A. Reports on Visits of Area Libraries**

Robbie will check with Antioch Library regarding a visit to their January meeting. Jeff asked if the process will be repeated, as it seems to be a very valuable experience. The Trustee Development Committee can discuss future plans.

### **B. Scheduling Trustee Shadowing in Departments**

Please let Robbie know if you wish to shadow in December so we can work it out with the Department Heads' schedules.

### **C. Approval of Participation in CDARS**

The Finance committee recommended participating in CDARS, using NorStates Bank and depositing \$1.8 million, using \$1,354,678.57 from the Special Reserve Plan Fund, \$438,647.35 from the Working Cash Fund and \$6,674.08 from the .02% Building and Sites Fund. The CDs would be laddered so that 25% of the total is available every six months. A review of the CDARS experience will be an agenda item one month before the first CD matures.

Motion to approve participating in CDARS using NorStates Bank, depositing \$1.8 million from the funds as described and laddering the CDs so that 25% is available every six months.

Motion – Barnett

Second – Landy

Roll call, all voting AYE, approved

### **D. Budget Projections through FY2012-2013**

1. **5 Year Budget Detail**
2. **5 Year Budget Narrative**
3. **Long Range Plan 2008 - 2013**

The budget projections will be reviewed after we receive our tax extension in April.

**E. Approval of Resolution 2009-2 Resolution Providing for the Execution of an Intergovernmental Agreement with the Library Insurance Management and Risk Control Combination (“LIMRiCC”)**

Motion to approve Resolution 2009-2 Resolution Providing for the Execution of an Intergovernmental Agreement with the Library Insurance Management and Risk Control Combination (“LIMRiCC”).

Motion – Henkin

Second – Barnett

Roll call, all voting AYE, approved

**F. Approval of LIMRiCC Letter of Explanation**

Motion to approve LIMRiCC Letter of Explanation.

Motion – Henkin

Second – Howe

Roll call, all voting AYE, approved

**G. Approval of LIMRiCC Intergovernmental Agreement for Unemployment Insurance**

Motion to approve LIMRiCC Intergovernmental Agreement for Unemployment Insurance.

Motion – Henkin

Second – Howe

Roll call, all voting AYE, approved

**VII. NEW BUSINESS**

**A. Homeschooling Packet**

Youth Services department Patricia Greedan explained the changes made to the contents of the Homeschooling Packet. Jeff said he appreciated the time and effort taken to research and provide the packet and to differentiate library documents from those supplied by others.

**B. Approval of Levy Ordinance 2009-5**

Motion to approve Levy Ordinance 2009-5.

Motion – Henkin

Second – Barnett

Roll call, all voting AYE, approved

**C. Award of Commercial Package Insurance Plan and Worker’s Compensation Insurance Package**

This item was on the agenda in case we received the new quote. We did not receive the packet so this will be on the agenda in December.

**D. Approval of Architect's Proposal for Interior Space Reallocation**

1. **Circulation Increase**
2. **Ehlers Advisor**
3. **Space Reorganization Cost Estimate**
4. **Space Reorganization Funds Available**

Robbie will discuss with the architects the idea of including penalties for tardy completion.

Motion to approve proceeding with bids on the interior space reallocation.

Motion – Barnett

Second – Howe

Roll call, all voting AYE, approved

**E. Approval of 2008-2009 Draft Audit**

1. **Auditor's Letter to the Library**
2. **Draft Audit**
3. **Letter of Approval of Draft Audit**

Motion to approve the audit documents,

Motion – Howe

Second – Henkin

Roll call, all voting AYE, approved

**F. Approval of H1N1 Influenza Plan**

If one of the public schools closes due to a contagion, Robbie will call the Trustees and a decision to close or not close will be made.

**G. Approval of Investment Policy 209**

1. **Existing Investment Policy**
2. **Investment Policy Draft**

In the section on Internal Controls, "Chief Investment Officer" should be "Treasurer." In the section on Reporting, "Policy Committee" should be added to the list of those conducting the biennial review of the policy.

Motion to approve adoption of the revised Investment Policy 209.

Motion – Howe

Second – Starzec

Roll call, all voting AYE, approved

**VIII. ADJOURNMENT**

Motion to adjourn.

Motion – Howe

Second - Barnett

The meeting was adjourned at 8:17 p.m.

Approved: \_\_\_\_\_  
Scott Landy, President

Attest: \_\_\_\_\_  
Fredrick Barnett, Secretary