

**GRAYSLAKE AREA PUBLIC LIBRARY DISTRICT  
MEETING APRIL 14, 2009  
AGENDA**

**I. CALL TO ORDER**

The meeting was called to order at 7:03 p.m.

**II. ROLL CALL**

Present were President Scott Landy, Vice President Kristine Mobley, Secretary Fredrick Barnett, Treasurer Kathleen Starzec and Trustees Jeffrey Henkin and Philip Howe. Also present were CDARs representative Bobbie Baker and Town Community Bank and Tryst representatives Paul McAllister, Debbie Aerne and Patty Booker, Library Director Roberta Thomas and Automated Systems Manager Sean Draegert. Trustee Kent Rich arrived at 7:06 p.m.

**III. ADDITIONS TO THE AGENDA**

**A. Additional Checks**

We closed the books on March a few days early so Cherie could input the checks and send the file to the accountant before she left on vacation. The following bills were received after the books were closed but would have arrived in time for a normal closing date. They will show up on the Expenses By Budget Line report for the month of April.

<b>Ck#</b>	<b>Vendor Name:</b>	<b>Account #/ Reason</b>	<b>Amount:</b>
33173	BetterMousepads.com	4621 – public mouse pads for years to come	\$586.75
33174	Griffith Furniture Restoration	8150 Reupholstered chairs	\$1,286.88
33175	Joe Meyer Tree Service	4155 Final (hopefully) snowplow bill	\$780.00
33176	Highsmith	4935 Alphabet rug for YSD	\$338.83
33177	American Library Association	4615 Poster	\$23.40
33178	Canon Business Solutions	4620 Legal size paper	\$51.00
33179	Grainger	4611 Maintenance supplies	\$623.24
33180	Gaylord Bros., Inc	4609 Technical Services supplies	\$343.25
33181	Trane	4142 HVAC repair	\$406.14
		<b>TOTAL:</b>	<b>\$4,439.49</b>

**IV. PUBLIC COMMENTS**

None.

**V. \*\*\* CONSENT AGENDA ITEMS**

- A. Minutes of previous meetings.**
  - 1. Regular Meeting, March 10, 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
  - 2. Log Cabin Thank You

- D. Report of the Librarian**
  - 1. Written Report**
  - 2. Statistical Report**
  - 3. Long Range Plan Update**
- E. Department Heads' Reports**
- F. Staff Reports**

Scott asked about clearing up the cataloging backlog. We have two former employees who work at school libraries and we can ask them to rejoin us to do some cataloging on a temporary basis this summer. Also, we'll be careful to not let our injured employee over-work her arm.

Motion to approve the Consent Agenda.  
 Motion – Henkin  
 Second – Mobley  
 Roll call, all voting AYE, approved

**VI. OTHER REPORTS**

- A. Report of the Representative to NSLS**  
No report.
- B. Report of the Friends of the Library Representative**  
The Friends need more help than usual on Wednesday because that's the night of Grayslake Central High School's National Honor Society's induction ceremony. Our NHS volunteers will be unavailable. Help is also needed on Saturday.
- C. Report of the Policy Committee**  
No report.
- D. Report of the Finance Committee**  
The Committee has not met but will meet this month to discuss CDARS.
- E. Report of the Building and Grounds Committee**  
No report.
- F. Report of the Trustee Development Committee**  
No report.
- G. Report of the Grayslake Library Foundation**  
Phil Howe appointed local residents Tina Vaughn and Robin and Martin Reynolds to the Board. He will try to contact the person recommended by Scott. The Foundation will meet April 23<sup>rd</sup>.

**VII. UNFINISHED BUSINESS**

- A. Replacement of Engraved Paver Bricks**  
Some replacement bricks arrived damaged and have been reordered. Invitations have been sent out. The dedication is on schedule for May 3<sup>rd</sup>.
- B. Scheduling Visits of Area Libraries**  
Jeff Henkin reported on his visit to the Lake Villa Library. They hold two meetings a month; one is a Committee of the Whole and the other is a regular Board meeting.
- C. Scheduling Trustee Shadowing in Departments**  
The sign-up sheet is available.
- D. Lobby Patron Count**  
We had 9.9% more visitors, 14.2% more checkout sessions and 14.4% more items checked out than during last year's lobby count.

**E. Patron Request to Waive a Policy**

The patron has not attended the meeting for the second month so this item will be removed from the agenda.

**F. We Love Our Staff Day**

Thank You! to the Board from the staff. The treats were yummy.

**G. CDARS**

Bobbie Baker spoke about CDARS in general. Debbie Aerne gave a presentation focusing on the mechanics of how the library's financial relationship with Town Community Bank and Trust would work. Trustees asked many questions. The Finance Committee and the Treasurer will meet to discuss this item.

**VIII. NEW BUSINESS**

**A. Auditor's Contract**

Motion to award the contract to Eder Casella.

Motion – Rich

Second – Starzec

Roll call, all voting AYE, approved

**B. Request for Leave of Absence**

Motion to approve the request for a leave of absence.

Motion – Rich

Second – Henkin

Voice vote, all voting AYE, approved

**IX. ADJOURNMENT**

Motion to adjourn.

Motion – Rich

Second - Starzec

The meeting was adjourned at 8:41 p.m.

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

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