

**GRAYSLAKE AREA PUBLIC LIBRARY DISTRICT  
MEETING DECEMBER 8, 2009  
MINUTES**

**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, Treasurer Kathleen Starzec, and Trustees Kent Rich, Philip Howe and Jeffrey Henkin. Trustee Jeffrey Henkin acted as Secretary Pro-tem until Secretary Fredrick Barnett arrived at 7:11 p.m. Also present were Reference Librarian John Strott and Library Director Roberta Thomas.

**III. ADDITIONS TO THE AGENDA**

**A. Additional Checks**

<b>Ck#</b>	<b>Vendor Name:</b>	<b>Account#</b>	<b>Amount:</b>
33744	Bank of America	4650, 4652, 4601, 4075, 4497, 4070, 4402, 4441, 4401, 4445, & 4403	\$1,366.90
		<b>TOTAL:</b>	<b>\$1,366.90</b>

**IV. PUBLIC COMMENTS**

None.

**V. CONSENT AGENDA ITEMS**

**A. Minutes of previous meetings.**

1. Levy Ordinance Hearing, November 10, 2009
2. Regular Meeting, November 10, 2009
3. Finance Committee Meeting December 1, 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. Statistical Report

**E. Department Heads' Reports**

**F. Staff Reports**

Scott expressed surprise that circulation was up only 6% in November and asked if there was any known reason, which there wasn't.

Motion to approve the Consent Agenda.

Motion – Rich

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**  
No report.
- C. Report of the Policy Committee**  
The committee was sent the revisions to Policy 319 Public Computers and the Chart of Fines and Fees, which are both New Business agenda items.
- D. Report of the Finance Committee**  
The committee met and reviewed the resolution and forms for CDARS, which are both agenda items under New Business.
- E. Report of the Building and Grounds Committee**  
The Committee did not meet but Fred attended one of the contractor interviews.
- F. Report of the Trustee Development Committee**  
No report.
- G. Report of the Grayslake Library Foundation**  
The Foundation met and discussed fundraisers, especially a third Monopoly Tournament. Kirsten Howe will investigate sites and report back at their December 10<sup>th</sup> meeting.

## **VII. UNFINISHED BUSINESS**

- A. Reports on Visits of Area Libraries**  
No report. Robbie will verify that the Antioch Library Board meets January 26<sup>th</sup>.
- B. Scheduling Trustee Shadowing in Departments**  
Jeff and Fred may shadow during the holidays, if everyone's schedules permit.
- C. Awarding of Commercial Package Insurance Plan and Worker's Compensation Insurance Package**  
Robbie will find out if certain portions of the general package can be eliminated and reduce the cost.

Motion to approve awarding the Commercial Package Insurance Plan and Worker's Compensation Insurance Package to Utica as proposed by Heil and Heil.

Motion – Rich

Second – Barnett

Roll call, all voting AYE, approved

## **VIII. NEW BUSINESS**

- A. Awarding of Contract for Interior Space Reallocation**
  - 1. Space Reallocation Update 11/23/09**
  - 2. Space Reallocation Update 12/3/09**
  - 3. Space Reallocation Bids**

Motion to approve awarding the Contract for Interior Space Reallocation including the base bid and two alternates to Prinmar Corporation at a cost of \$68,606.

Motion – Barnett

Second – Rich

Roll call, all voting AYE, approved

**B. Awarding of Contract for Moving Shelving**

**1. Hallett Proposal Plus Later Options**

Motion to approve awarding the Contract for Moving Shelving to Hallet Movers for a not-to-exceed cost of \$5,000.

Motion – Rich

Second – Howe

Roll call, all voting AYE, approved

**C. PLA Biennial Conference**

The deadline for early bird registration is next week. The budget includes money for one or two trustees to attend. Fred and Jeff are interested and will let Robbie know in the next few days.

**D. Approval of Staff Leave of Absence Request**

Motion to approve the staff leave of absence request.

Motion – Mobley

Second – Rich

Voice vote, all voting AYE, approved

**E. Adoption of Resolution 2009-3 NorStates Bank Corporate Authorization Resolution**

Motion to adopt Resolution 2009-3 NorStates Bank Corporate Authorization Resolution.

Motion – Mobley

Second – Rich

Roll call, all voting AYE, approved

**F. Review of CDARS/NorStates Forms**

- 1. CDARS Deposit Placement Agreement**
- 2. CDARS NorStates Account Agreement**
- 3. CDARS NorStates Request for Account Placement**
- 4. CDARS NorStates Internet Banking Application**
- 5. CDARS NorStates Signatories Information**

The forms were reviewed and signed at the end of the meeting.

**G. Approval of IMRF Extra Payment**

There will be no additional payment made at this time but the possibility will be reevaluated near the end of the fiscal year.

**H. Approval of Revisions to Policy 319 Public Computer**

Motion to approve Revisions to Policy 319 Public Computer.

Motion – Rich

Second – Howe

A friendly amendment was made by Jeff and accepted by Kent and Phil that the wording in the policy be revised to make the

phrasing of the new section on netbooks consistent with the section on other Adult Services Department computers.  
Roll call, all voting AYE, approved

**I. Approval of Changes to the Chart of Fines and Fees**

Robbie will find out if Sean can add a grace period to the time the netbooks are due and have a warning of the due time pop up ten minutes before the netbook is due.

Motion to approve Revisions to the Chart of Fines and Fees.

Motion – Mobley

Second – Starzec

Roll call, all voting AYE, approved

**IX. ADJOURNMENT**

Motion to adjourn.

Motion – Rich

Second - Howe

The meeting was adjourned at 8:04 p.m.

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

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