GRAYSLAKE AREA PUBLIC LIBRARY DISTRICT
MEETING FEBRUARY 10, 2009
MINUTES

I. CALL TO ORDER

The meeting was called to order at 7:01 p.m.

II. ROLL CALL

Present were President Scott Landy, Vice President Kristine Mobley, Treasurer Kathleen Starzec and Trustees Kent Rich, Jeffrey Henkin and Philip Howe. Also present were Library Director Roberta Thomas and Automated Systems Manager Sean Draegert and Technical Services Department Head Janice Davis. Secretary Fredrick Barnett was absent. Kris Mobley acted as Secretary Pro-tem.

III. ADDITIONS TO THE AGENDA

None.

IV. PUBLIC COMMENTS

Phil Howe announced Relay for Life will be held at Round Lake High School this year, not at the Esper A. Peterson Aquatic Center.

V. *** CONSENT AGENDA ITEMS

A. Minutes of previous meetings.
- **1. Regular January Meeting, January 13, 2009**
- **2. Policy Committee Meeting, January 19, 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. IMRF Memo**
- **3. IMRF Rate Increase Projection**
- **4. Prairie Crossing Charter School Newsletter**

D. Report of the Librarian
- **1. Written Report**
- **2. Statistical Report**
- **3. Long Range Plan Update**

E. Department Heads' Reports

F. Reports From Staff Who Attended Meetings

Scott suggested some changes in the order of the Automated Systems Manager's report.

Motion to approve the Consent Agenda.

Motion – Rich
Second – Henkin
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' next meeting will be March 5th at 7:00.

C. Report of the Policy Committee
The Committee met and reviewed the 300 section of the Policy Manual and Policy 527. The changes they recommend are under New Business.

D. Report of the Finance Committee
The committee did not meet. An update on CDARS is under Unfinished Business.

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
Appointment of the new Library Representative is under New Business. The next meeting of the Foundation is scheduled for February 19th at 5:00.

VII. UNFINISHED BUSINESS

A. Replacement of Engraved Paver Bricks
We sold 10 bricks. They will be ordered soon. Bricks from the first order should arrive in late February.

B. Tour of the Technical Services Department
Janice Davis gave a tour of her department.

C. NSLS Legislative Breakfast
Kris Mobley will attend the breakfast on our behalf.

D. Illinois Trustee Forum 2009 Workshop
Five trustees and Robbie will attend. One trustee will drive down the night before and the rest will leave the library at 6:15 Saturday morning.

E. Scheduling Visits of Area Libraries
A sign-up sheet was passed around.

F. Scheduling Trustee Shadowing in Departments
The sign-up sheet is available.

G. CDARS
Robbie will schedule a meeting for the last week of February with the Finance Committee and the CDARS representative from one of the participating banks.

VIII. NEW BUSINESS

A. … Appointment of Representative to the Grayslake Library Foundation
Motion to appoint Phil Howe as the Library's Representative to the Grayslake Library Foundation.
Motion – Mobley
Second – Rich
Voice vote, all voting AYE, approved

B. ***Review of 300 Section of the Policy Manual
The Policy Committee recommends the Board approve the following changes:

Throughout the document, change **"Administrative Librarian"** to **"Library Director."**
301c – Add the word **"Taxpayer"** to the first line of the second paragraph.
302 – Update the NonResident Library Card formula to reflect the current tax extension.
303 – In the last line of paragraph 4, change **"you"** to **"each."**
307 – Delete dangling **"The"** before the last line**.**
319 – Add **"Use of TeenSpace computer stations is limited to patrons middle school age through high school age."** to the third paragraph as line three.
321 – Make the following change to reflect the addition of TeenSpace computers: "Use of Adult Services Department **Adult** Internet or electronic mail stations is limited to patrons high school age or older. **Use of TeenSpace computer stations is limited to patrons middle school age through high school age.** Use of Youth Services Department Internet stations is limited to children younger than ~~**high**~~ **middle** school age and other patrons who are using the station with a child."
322 – In Procedure 2, change **"for"** to **"form."**
325 – Add the following sentence as paragraph five. **"A child of any age who has a medical condition that requires substantial monitoring must not be left alone in the library. An adult caregiver age 18 or older must be in the same department as the child at all times."**
328 – In RESERVATION section, line two, add the word **"online"** between "an" and "application" and delete the old **application form.**
332 – Delete paragraph seven because we now have wireless printing capability. **"Printers are not available via the wireless connection at this time. If users need to print, they should save their work to a portable storage device (e.g. floppy disk) or wait to print a document on a home printer. An alternative is to email files to themselves, then login to a wired library workstation and send documents to the public printer."**

Motion to approve the changes to the 300 section of the Policy Manual.
Motion – Howe
Second – Henkin
Voice vote, all voting AYE, approved

C. ***Review of Policy 527 – Staff Insurance Policy

1. **Cost of Insurance 2008-2009**
2. **Health Insurance Rates History**
3. **Impact of Insurance on Take Home Pay**
4. **Health Insurance Paid by Libraries**
5. **Health Insurance Budget Projection**

The charts listed above were included in the Board packet for review. The Committee recommended the Board of Trustees approve the following changes:
Change from:

The Library offers group life/health insurance to full-time employees, single coverage only. Staff pay for additional insurance coverage such as dental, life, disability or family medical insurance. The choice of the insurance companies will be at the Board's discretion.

The Library currently is a participant in the North Suburban Library System's Group Health Plan.

Change to:

The Library offers group Health Insurance to full-time employees.

The library pays 80% of the employee's monthly premium regardless of which level of coverage is chosen and 50% of the premium for the least expensive coverage for other family members. Employees pay 20% of the monthly premium for their own coverage and that portion of the monthly premium not paid by the library for family members.

The Library provides Life Insurance and Long Term Disability Insurance for full-time employees at no charge to the employee.

Dental Insurance is available to full-time employees and their family members at the employee's expense.

Life Insurance is available to IMRF employees at the employee's expense.

The choice of the insurance plans and providers will be at the Board's discretion. The Library currently is a participant in the North Suburban Library System's Group Health Plan.
Motion to approve the changes to Policy 527 including paying 50% of the cost the least expensive plan for family members.

Motion – Mobley
Second – Rich
Voice vote, all voting AYE, approved

D. Lobby Patron Count

There will be a sign-up sheet at the next meeting.

E. Six Month Budget Review

Reduced interest income, which has impacted all of the funds' income lines, has been largely offset by corresponding decreases in expenditures. Only two expense lines are going to be over budget – the SNOWPLOW line, due to the harsh winter, and the LEGAL EXPENSES line due to having more new hires than anticipated which resulted in needing more criminal background checks than budgeted for.

IX. ADJOURNMENT

Motion to adjourn.

Motion – Rich
Second - Starzec
The meeting was adjourned at 8:05 p.m.

Approved:_____
Scott Landy, President

Attest:_____

Kristine Mobley, Secretary Pro-tem