

**GRAYSLAKE AREA PUBLIC LIBRARY DISTRICT
MEETING JUNE 9, 2009
MINUTES**

I. CALL TO ORDER

The meeting was called to order at 7:00 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. Trustee Kent Rich arrived at 7:08. Also present were Technical Services Department Head Janice Davis, Adult Services Department Head Dawn Miller, Youth Services Department Head Patricia Greedan, Automated Systems Manager Sean Draeger, Circulation Department Head Stephanie Stucky, Facility Manager Marshall Hooven and Library Director Roberta Thomas.

I. SWEARING IN OF NEW TRUSTEES

Scott Landy and Fred Barnett were sworn in by Kris Mobley.

II. ELECTION OF OFFICERS

Office	Nominee	Motion	Second
President	Scott Landy Second Term	Kris Mobley	Kathi Starzec
Vice President	Kris Mobley Second Term	Kathi Starzec	Scott Landy
Secretary	Fred Barnett Second Term	Scott Landy	Kris Mobley
Treasurer	Kathi Starzec Second Term	Kris Mobley	Scott Landy

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

III. APPOINTMENT OF COMMITTEES AND REPRESENTATIVES

The committees remained the same as for FY2007-FY2009 with the exception of incorporating the change of representative to the Grayslake Library Foundation that was made February 10, 2009.

NSLS Representative – Rotates

Friends of the Library Representative – Kathi Starzec (Kris Mobley as backup)

Grayslake Library Foundation Representative – Philip S. Howe (first term)

Village of Grayslake Representative – Jeffrey Henkin (second term)

Policy Committee – Philip S. Howe (second term) and Kathi Starzec (seventh term)

Finance Committee – Kristine Mobley (second term) and Scott Landy (third term)

Building and Grounds Committee – Kent Rich (seventh term) and Fredrick Barnett (second term)

Trustee Development Committee – Philip S. Howe (second term) Jeff Henkin (second term)

III. ADDITIONS TO THE AGENDA

A. Additional Checks

2 checks were added for approval and will be included on next month's warrant.

Check Number	Payee	Fund / Reason	Amount
33327	Olson Transportation	Bus to ALA	\$1,050.00
33328	Patricia Greedan	Summer Reading Prizes	\$511.00
		Total	\$1,561.00

B. Library Director's Evaluation Form was added under New Business.

IV. PUBLIC COMMENTS

None.

V. CONSENT AGENDA ITEMS

- A. Minutes of previous meetings.**
 - 1. Regular Meeting, May 14, 2009
 - 2. Finance Committee Meeting May 28, 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 asked about our phone service - when had we last gotten prices from other vendors and whether we could get a better deal elsewhere. This led to a discussion of VOIP and bandwidth for the Internet as well as how we get our Internet. Returning to the original question, Sean had checked TDS Metrocom's prices last winter and found them to be the cheapest available.

Motion to approve the Consent Agenda.
 Motion – Rich
 Second – Howe
 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 will have their quarterly meeting on June 11th and will set up for the paperback sale after business has been concluded. The Friends purchased a new cash register for Circulation.
- C. Report of the Policy Committee**
 No report.
- D. Report of the Finance Committee**
 The Committee met and discussed CDARS and the proposed changes in the Chart of Fines and Fees.

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

The Foundation will meet June 25th and discuss future fundraisers. Tina Vaughn has reported it looks like no other group is doing the Holiday House Walk.

VII. UNFINISHED BUSINESS

A. Reports on Visits to Area Libraries

Kathi visited Warren-Newport and was given a tour by the Circulation Department Head. She saw their automated checkin service. The Board has its own small meeting room. They discussed funding methods for an addition and waiving overdue fines for Trustees.

Kent sat in on the Round Lake Library meeting. They had a very long discussion about hiring a new local attorney on retainer. The Board tended to have long discussions on items we have on the Consent Agenda.

Fred met a Zion-Benton trustee who may visit our Board.

B. Scheduling Trustee Shadowing in Departments

The schedule is available.

C. CDARS

Motion to move forward with investment in CDARS with the requirement of further Board approval of the explicit investment.

Motion – Barnett

Second – Howe

Roll call: AYE: Barnett, Howe, Landy, Mobley

NAY: Henkin

PRESENT: Rich, Starzec

Motion approved

D. Staff Appreciation Gift

Cash won the staff vote. Robbie and Scott will sign thank-you cards to be given out with the gift. Staff will need to sign off that they received the cash.

VIII. NEW BUSINESS

A. Accountant's Contract

Scott inquired about paying the accountant to create the semi-annual and annual vendor reports. It is cheaper for the accountant to do them than for Robbie or Cherie. We are completing our third year with McClure Inserra.

Motion to approve the accountant's contract.

Motion – Mobley

Second – Rich

Roll call, all voting AYE, approved

B. Review of Chart of Fines and Fees

1. Fines Analysis

2. Chart of Fines and Fees

The following changes to the Chart of Fines and Fees were recommended to the Board:

1. Increase the loan period for CD-ROMS from one week to two weeks.

2. Increase the regular fines to \$0.15 per day.
3. Reduce the video fines to \$1.00 per day.
4. Change the fees for damaged AV materials to reflect the current costs on the sheet.
5. Charge a fine for a lost ASD CD from a book and CD set instead of charging the replacement cost of the set.
6. Change the fee for a lost CD from a book on CD set to the average replacement cost.
7. Change the cost of a NonResident, NonTaxpayer library card to reflect the cost based on the current tax extension.

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

Motion – Rich

Second – Barnett

Roll call, all voting AYE, approved

C. Policy 302 Nonresident, NonTaxpayer Cards

The policy needs to be changed to reflect the new fee.

Motion to approve the revisions to Policy 302 Nonresident, NonTaxpayer Cards.

Motion – Rich

Second – Howe

Roll call, all voting AYE, approved

D. Working Budget 2009-2010

1. Narrative

2. Spreadsheet

Motion to approve Working Budget 2009-2010.

Motion – Mobley

Second – Barnett

Roll call, all voting AYE, approved

E. Prevailing Wage Ordinance 2009-2

Motion to approve Prevailing Wage Ordinance 2009-2.

Motion – Mobley

Second – Rich

Voice vote, all voting AYE, approved

F. Per Capita Grant Review of Chapter 8, “Public Services: Reference and Readers’ Advisory Services.”

The Board reviewed the pertinent sections. Management Team will create a Readers Advisory Policy for board approval.

G. YMCA Request to Place a Drop Box in the Parking Lot

Motion to disapprove the YMCA request to place a drop box in the parking lot.

Motion – Rich

Second – Starzec

Voice vote, all voting AYE, approved

H. Library Director’s Evaluation Form

Jeff and Phil will review the form.

IX. ADJOURNMENT

Motion to adjourn.

Motion – Howe

The meeting was adjourned at 8:21 p.m.

Approved: _____

Scott Landy, President

Attest: _____

Fredrick Barnett, Secretary