

**GRAYSLAKE AREA PUBLIC LIBRARY DISTRICT  
POLICY COMMITTEE MEETING  
JANUARY 19, 2009  
MINUTES**

**I. CALL TO ORDER**

The meeting was called to order at 2:33 p.m.

**II. ROLL CALL**

Present were Treasurer Kathleen Starzec and Trustee Philip Howe and Library Director Roberta Thomas.

**III. UNFINISHED BUSINESS**

- A. None
- B.

**IV. NEW BUSINESS**

**A. Review of Policies**

**1. 300 Section The following changes will be recommended to the Board of Trustees:**

- a) Throughout the document, change “**Administrative Librarian**” to “**Library Director.**”
- b) 301c – Add the word “**Taxpayer**” to the first line of the second paragraph.
- c) 302 – Update the NonResident Library Card formula to reflect the current tax extension.
- d) **303** – In the last line of paragraph 4, change “**you**” to “**each.**”
- e) **307** – Delete dangling “**The**” before the last line.
- f) **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.
- g) **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.”
- h) **322** – In Procedure 2, change “**for**” to “**form.**”
- i) **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.**”
- j) **328** – In RESERVATION section, line two, add the word “**online**” between “an” and “application” and delete the old **application form.**
- k) **332** – Delete paragraph seven “**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.”**  
We now have wireless printing capability.

**2. 527 - Staff Insurance Policy The following changes will be recommended to the Board of Trustees:**

**a) 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.

**b) 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.**

**V. ADJOURNMENT**

The meeting was adjourned at 4:20 p.m.

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Kathleen Starzec, Treasurer

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Philip Howe, Trustee