

**GRAYSLAKE AREA PUBLIC LIBRARY DISTRICT  
MEETING JANUARY 9, 2018  
MINUTES**

**I. CALL TO ORDER**

The meeting was called to order at 7:00 p.m.

**II. ROLL CALL**

Present were President Scott J. Landy, Vice President Timothy S. Powell, Secretary Fredrick Barnett, and Trustees Philip S. Howe, Wendy Petera, and Kathleen Starzec. Treasurer Lisa Tonkery was absent. Also present were Adult Services Department Head Carlen DeThorne, Automated Systems Manager Sean Draegert, Circulation Department Head Virginia Vehlow, Facility Manager Marshall Hooven, Office Manager Cherie Neave, Technical Services Department Head Janice Davis, Youth Services Department Cassie Carbaugh, and Library Director Roberta Thomas. President Scott J. Landy left at 7:24 and Vice President Timothy S. Powell left at 7:40.

**I. ADDITIONS TO THE AGENDA**

Two checks were added for approval and will be on the January 31<sup>st</sup> warrant.

| <b>Check</b> | <b>Vendor</b>                 | <b>Account</b> | <b>Amount</b>      |
|--------------|-------------------------------|----------------|--------------------|
| 42394        | Wellness Insurance Network    | 4550           | \$11,005.80        |
| 42395        | Grayslake Chamber of Commerce | 4072           | 220.00             |
|              |                               | <b>TOTAL</b>   | <b>\$11,225.80</b> |

The Library Director's announcement was added under New Business.

**II. PUBLIC COMMENTS**

None.

**III. \*\*\* CONSENT AGENDA ITEMS**

**A. MINUTES OF PREVIOUS MEETINGS**

1. Regular Meeting December 12 2017

**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**

**D. Report of the Librarian**

1. Written Report
2. Statistical Report

**E. Department Heads' Reports**

**F. Staff Reports**

Motion to approve the Consent Agenda  
Motion – Powell  
Second – Petera  
Roll call, all voting AYE, approved

**IV. OTHER REPORTS**

**A. Report of the Friends of the Library Representative**

The Friends will meet Thursday.

**B. Report of the Policy Committee**

The Committee did not meet.

**C. Report of the Finance Committee**

The Committee did not meet.

**D. Report of the Building and Grounds Committee**

The Committee did not meet.

**E. Report of the Grayslake Library Foundation**

The Foundation met this afternoon. There are 19 or 20 holes they believe are committed. Instead of simply desserts, the evening event's refreshments will be tastings from about ten area restaurants. A Facebook page has been created and we will boost Facebook posts. The Foundation will place a half-page ad in the Daily Herald.

**V. UNFINISHED BUSINESS**

**A. MakerSpace Update**

We will hold a construction meeting sometime next week.

**B. \*\*\* Adoption of Policy 341 Patron Photographs**

The policy has been revised to make photos optional.

Motion to adopt Policy 341 Patron Photographs

Motion – Petera

Second – Barnett

Voice vote, all voting AYE, approved

**VI. NEW BUSINESS**

**A. Staff Engagement Survey**

50 staff members completed the survey and 3 partially completed it. 3 opened it but didn't answer any questions and 4 did not open it. Scott will begin number crunching soon.

**B. ILA Library Legislative Meetups**

Please let Robbie know if you want to attend.

**C. ILA Trustee Forum**

Wendy and Scott may attend. Robbie will find out the registration deadline.

**D. Library Director's Announcement**

**E.** Robbie announced she will be retiring June 15<sup>th</sup> after 24 years as Grayslake Library Director and a total of 40 years working in libraries.

**F. Tour of the Library**

The Management Team took the Board of Trustees on the annual update tour of the library.

**I. ADJOURNMENT**

**\*\*\* Denotes items requiring a motion**

Motion to Adjourn

Motion – Starzec

Second - Petera

The meeting was adjourned at 8:18 p.m.

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

Attest: \_\_\_\_\_  
Philip S. Howe, Secretary