

**GRAYSLAKE AREA PUBLIC LIBRARY DISTRICT
MEETING FEBRUARY 13, 2018
MINUTES**

I. CALL TO ORDER

The meeting was called to order at 7:04p.m.

II. ROLL CALL

Present were President Scott J. Landy, Secretary Fredrick Barnett, Treasurer Lisa Tonkery and Trustees Philip S. Howe, Wendy Petera, and Kathleen Starzec. Also present were Adult Services Department Head Carlen DeThorne, Automated Systems Manager Sean Draegert, and Library Director Roberta Thomas. Vice President Timothy S. Powell was absent.

I. ADDITIONS TO THE AGENDA

None.

II. PUBLIC COMMENTS

None.

III. * CONSENT AGENDA ITEMS**

A. MINUTES OF PREVIOUS MEETINGS

1. Regular Meeting January 9, 2018

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

At some future meeting, we will probably have a request for medical leave.

Motion to approve the Consent Agenda

Motion – Barnett

Second – Starzec

Roll call, all voting AYE, approved

IV. OTHER REPORTS

A. Report of the Friends of the Library Representative

The Friends' annual dues are due and their annual dinner will be held March 22nd at Kawa. At their January meeting, the Friends voted to stop holding semi-annual book sales. It has become increasingly difficult to staff the sale, both for the setup--teardown process and the sale itself. The Friends will continue to hold their hallway sale.

- 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**
17 of 18 holes have sponsors. The Foundation will run an ad four times in the Daily Herald Neighbor section and flyers will go out through CCSD46 backpacks and other schools. A dozen vendors plus the Vine will provide food and beverages. Wendy Petera will take on the task of Facebook postings.

V. UNFINISHED BUSINESS

- A. MakerSpace Update**
The Makerspace has a name – the Hub. Demolition began January 22nd. Ceiling tiles and carpeting have been removed, the framing installed for the new study rooms, electrical inspection passed and drywall should be up and ready for inspection by Friday 2/9. We met with the architect and interior designer to finalize the table and chair specifications. We should be able to move into the study rooms the first week of March.
- B. Staff Engagement Survey**
Scott is re-learning Survey Monkey and will have more information for us at the March meeting.
- C. 2018 Legislative MeetUp**
Robbie will attend.

VI. NEW BUSINESS

- A. Mid-Year Budget Review**
Most income and expense lines are on track as budgeted. Interest income is about double what was budgeted and we've received \$8,100 in Impact Fees when only \$2,200 was budgeted. Some expense lines, especially personnel lines will be lower for the reasons explained in the budget document (tuition reimbursed by a departing employee, health insurance not needed by an employee). The document also notes when lines such as Impact Fees will be overspent for the Hub and Tween Space. Legal fees are currently overspent due to the Hub but money will be reclassified to the Special Reserve Fund line.
- B. 400 Section of the Policy Manual**
The following proposed changes were reviewed:
 - 402 ALA Freedom to Read Statement** Updating the wording to that currently found on the ALA website.
 - 403 ALA Freedom to View Statement** Updating the wording to that currently found on the ALA website.
 - 404 Selection of Library Materials**
 - I Collection Objective** Updating the wording to reflect the anti-discrimination categories found in Policy 501.
 - III Collection Philosophy** Updating the name of the policy.
 - VII Selection Guidelines Periodicals** Updating the wording to

include other formats.

Teen Materials Deleting a comma.

Adult Materials Genealogy Deleting mention of a reference collection because the genealogy materials are all in circulation. Also updating the wording to include other formats.

405 Collection Maintenance **Bindery** Updating wording to include all formats.

Weeding Updating the wording to reflect current practice. With no large book sales being held the Friends need keep only a few items.

406 Controversial Materials Updating the wording to include all formats.

Motion to approve the revisions to the 400 section of the Policy Manual

Motion – Starzec

Second – Powell

Voice vote, all voting AYE, approved

C. **Library Director Search**

1. **Hiring Process**

2. **1994 Job Description**

3. **1994 Interview Questions**

The Board discussed the process and decided to not use a consultant. Library Director Search Committee members Phil Howe and Kathi Starzec were charged with drafting the preliminary job description, which will include the requirement of an ALA accredited MLS, and the ad. Wendy Petera will be the proof reader and Robbie Thomas will assist Kathi and Phil as needed. The ad will be posted in house, on the library's website, on the RAILS website and perhaps on the ILA and ALA websites. Application materials are to be sent to Office Manager Cherie Neave, who will print copies as they arrive and retain the originals. Interview questions need to be drafted. The whole Board will determine which candidates to interview and will conduct the interviews. The Management Team will interview candidates during the second interviews. Any internal candidates will not be part of the Management Team's interview process. The Board will do reference checks and the finalist will submit to a criminal background check.

The tentative timeline is:

March 13, 2018	Job description and ad approved
March 14, 2018	Ad posted
April 9, 2018	Application deadline
April 10, 2018	Candidates to interview selected
	Further dates and deadlines determined

I. ADJOURNMENT

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

Motion to Adjourn

Motion – Petera

Second -

The meeting was adjourned at 8:05 p.m.

Approved: _____

Scott J. Landy, President

Attest: _____

Philip S. Howe, Secretary