

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

I. CALL TO ORDER

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

II. ROLL CALL

Present were President Scott J. Landy, Vice President Fredrick Barnett, Secretary Philip S. Howe, Treasurer Lisa Tonkery, and Trustees Wendy Petera and Timothy S. Powell. Trustee Kathleen Starzec was absent. Also present were Adult Services Department Head Carlen DeThorne, Automated Systems Manager Sean Draegert, Circulation Department Head Ginnie Vehlow, Office Manager Cherie Neave, Technical Services Department Head Jan Davis, Youth Services Department Head Cassie Carbaugh, and Library Director Roberta Thomas.

I. ADDITIONS TO THE AGENDA

None.

II. PUBLIC COMMENTS

None.

III. * CONSENT AGENDA ITEMS**

A. MINUTES OF PREVIOUS MEETINGS

1. Regular Meeting February 13, 2018
2. Library Director Search Committee March 8, 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

Motion to approve the Consent Agenda

Motion – Powell

Second – Barnett

Roll call, all voting AYE, approved

IV. OTHER REPORTS

A. Report of the Friends of the Library Representative

The Friends' annual dinner will be March 22nd at Kawa.

B. Report of the Policy Committee

Revisions to the 500 Section of the Policy Manual were sent to the Policy Committee. They are under New Business for your approval.

C. Report of the Finance Committee

No report.

D. Report of the Building and Grounds Committee

No report.

E. Report of the Grayslake Library Foundation

The MiniGolf fundraiser was quite successful with 160 golfers attending the evening session, almost double last year's number. Income was approximately \$8,000, \$1,200 more than last year. The food was a hit.

F. Report of the Library Director Search Committee

The Committee met and drafted the job description and ad. They are under New Business for your approval.

V. UNFINISHED BUSINESS

A. MakerSpace Update

The walls are up and painted. The carpeting has been patched, the glass installed (but the installers cracked one during installation and another has developed a stress crack) and we are waiting for the arrival of the lights, which are delayed. When the lights have been installed and inspection passed, we will be able to move on to the second phase of the project. The furniture has been ordered and should arrive in the distributor's warehouse the week of March 19. Computers have been relocated from the counter along the "blue stripe" wall to the flip side of the half wall by the New Materials. As soon as the new study rooms open, Boller Construction Co. will close off the work area needed to embark on creating the Hub.

B. Staff Engagement Survey

Scott is experiencing difficulty finding a method of compiling the two years' results for comparison. He has contacted SurveyMonkey's support for assistance.

VI. NEW BUSINESS

A. * Approval of the Destruction of Recording of the Executive Session of September 13, 2016**

Motion to approve the destruction of the recording of the Executive Session of September 13, 2016

Motion – Petera

Second – Barnett

Voice vote, all voting AYE, approved

B. * Approval of Revisions to the 500 Section of the Policy Manual**

Scott recommended the wording in Policy 515 Absences regarding definition of absences should be clarified. The wording in the heading for the definitions section will be changed to "Definition of Unapproved Absence" and the first sentence will read "for the purpose of this policy, unapproved absence"

Motion to approve the revisions to the 500 Section of the Policy Manual

Motion – Powell

Second – Petera

Friendly Amendment to add the clarifying wording and approve the policy as revised.

Motion – Landy

Second – Tonkery

Accepted – Powell

Accepted – Petera

Roll Call, all voting AYE, approved

C. * Approval of Library Director Job Description**

Motion to approve the Library Director job description with a starting salary range of \$95,000 to \$105,000.

Motion – Howe

Second – Tonkery

Friendly Amendment to change the salary range to \$90,000 to \$105,000 and to approve the motion as revised.

Motion – Landy

Second – Barnett

Accepted – Howe

Accepted – Tonkery

Roll Call, all voting AYE, approved

D. * Approval of Library Director Job Ad**

Motion to approve the Library Director job ad with a starting salary of \$90,000 to \$105,000 and to place the ad on the library's website and submit it to the RAILS, ILA, and ALA job posting sites.

Motion – Howe

Second – Tonkery

Roll Call, all voting AYE, approved

E. * Library Director Farewell Event**

Jan Davis, representing the Management Team, brought the Board up do date on their tentative ideas for a farewell event and asked for Board input. There will be an open house on Sunday, June 10th. Phil will talk to the Foundation about contributing to the cost. More details will be worked out in the next month.

F. * Appointment of Interim Library Director**

Compensation for this position will be determined at the April 10th meeting.

Motion to appoint Janice Davis to be the Interim Library Director if there is no Library Director in place on June 1st until such time as there is a Library Director in place.

Motion – Petera

Second – Tonkery

Voice vote, all voting AYE, approved

G. * Approval of Closing May 11th for Staff Institute Day**

The focus of the day will be makerspace training for the staff. Members of the Board of Trustees are invited to join the staff that day.

Motion to approve closing May 11th for Staff Institute Day

Motion – Petera

Second – Tonkery

Voice vote, all voting AYE, approved

I. ADJOURNMENT

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

Motion to Adjourn

Motion – Petera

Second -

The meeting was adjourned at 8:14 p.m.

Approved: _____
Scott J. Landy, President

Attest: _____
Philip S. Howe, Secretary