

**GRAYSLAKE AREA PUBLIC LIBRARY DISTRICT
MEETING APRIL 10, 2018
MINUTES**

I. CALL TO ORDER

The meeting was called to order at 7:01p.m.

II. ROLL CALL

Present were President Scott J. Landy, Vice President Fredrick Barnett, Secretary Philip S. Howe, Treasurer Lisa Tonkery, and Trustees Kathleen Starzec, Wendy Petera, and Timothy S. Powell. Also present were Adult Services Department Head Carlen DeThorne, Automated Systems Manager Sean Draegert, Circulation Department Head Ginnie Vehlow, 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 March 13, 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 – Starzec

Roll call, all voting AYE, approved

IV. OTHER REPORTS

A. Report of the Friends of the Library Representative

The Friends held a hallway bag sale last weekend. There will be no spring booksale.

The Friends held their annual dinner at Kawa.

B. Report of the Policy Committee

No report.

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 expenses haven't been finalized but the income was about \$8,000. They had a good turnout for the adult session but attendance was down slightly for the daytime events.

F. Report of the Library Director Search Committee

20 candidates have applied. The Board will go into Executive Session to discuss the selection and interview process.

V. UNFINISHED BUSINESS

A. MakerSpace Update

The project was bogged down and work was not being accomplished on schedule until Boller Construction replaced the superintendent. The new superintendent is on top of things. He has contacted all the contractors, set expectations and is enforcing those. We are working on the punchlist for the study rooms. Wendy noted that the windowsills need restraining. That is outside the scope of the job and will be done by Marshall when the contractor has completed the project.

B. Staff Engagement Survey

No update.

VI. NEW BUSINESS

A. *Budget Process Review and Approval of Salary Scale**

The budget will be presented at the May meeting.

Motion to approve increasing the 2018-2019 salary scale by 1% and maintaining the step structure.

Motion – Starzec

Second – Barnett

Roll call, all voting AYE, approved

B. *Determination of Interim Library Director's Compensation**

Motion to approve paying the Interim Library Director half the difference per pay period between her current salary and the entry level Library Director for June 1-15 and the full difference thereafter, until such time as there is a new Library Director in place.

Motion – Starzec

Second – Barnett

Roll call, all voting AYE, approved

C. Selection of Library Director Candidates to Interview

Motion to enter executive session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

Motion –Powell

Second – Petera

Roll call, all present voting AYE, approved

The Board went into Executive Session at 7:11p.m.

Roll call to return to the open meeting

Present - President Scott J. Landy, Vice President Fredrick Barnett, Secretary Philip S. Howe, Treasurer Lisa Tonkery, and Trustees Kathleen Starzec, Wendy Petera, and Timothy S. Powell and Library Director Roberta Thomas.

Absent - none

The Board resumed the open meeting at 7:47p.m.

Circulation Department Head Ginnie Vehlow, Technical Services Department Head Jan Davis, Youth Services Department Head Cassie Carbaugh arrived shortly thereafter.

D. Discussion of Interview Schedule

Cherie will set up interviews for next week and the week after.

E. Discussion of Interview Questions

In addition to the standard set of questions, each candidate will have questions specific to their resume and cover letter. Two Trustees per candidate will draft the questions and send them to Robbie to be added to the standard set.

I. ADJOURNMENT

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

Motion to Adjourn

Motion – Petera

Second –

The meeting was adjourned at 8:48p.m.

Approved: _____

Scott J. Landy, President

Attest: _____

Philip S. Howe, Secretary