

**GRAYSLAKE AREA PUBLIC LIBRARY DISTRICT  
MEETING MAY 8, 2018  
MINUTES**

**I. CALL TO ORDER**

The meeting was called to order at 7:10 p.m.

**II. ROLL CALL**

Present were President Scott J. Landy, Vice President Fredrick Barnett, Secretary Philip S. Howe, and Trustees Kathleen Starzec and Timothy S. Powell. Also present were Adult Services Department Head Carlen DeThorne, Automated Systems Manager Sean Draegert, Circulation Department Head Ginnie Vehlow, Facility Manager Marshall Hooven, Technical Services Department Head Jan Davis, Youth Services Department Head Cassie Carbaugh, and Library Director Roberta Thomas. Treasurer Lisa Tonkery arrived at 7:27. Trustee Wendy Petera was absent.

**I. ADDITIONS TO THE AGENDA**

One check was added to the agenda for approval and will appear on the May 31<sup>st</sup> warrant.

<b>Check#</b>	<b>Vendor Name:</b>	<b>Account#</b>	<b>Amount:</b>
42670	Scott Landy	6000	\$124.61
		<b>TOTAL:</b>	<b>\$124.61</b>

**II. PUBLIC COMMENTS**

Technical Services Department Head Jan Davis request to speak in the Executive Session.

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

**A. MINUTES OF PREVIOUS MEETINGS**

1. Library Director Search Committee March 8, 2018
2. Regular Meeting April 10, 2018
3. Executive Session April 10, 2018
4. Library Director Candidate Interview April 19, 2018
5. Library Director Candidate Interview April 25, 2018
6. Library Director Candidate Interview April 26, 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 are working on plans to change the name of their store which will require new lettering on the wall and perhaps a new paint job. They have requested a copy of a survey done a few years ago regarding the film series, which Carlen has provided. They are concerned about spending a large amount of money for the movie license when movie attendance is declining. The old survey asked patrons what they would like the movie series to look like. Carlen and Cassie are aware of the Friends' concerns.

**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**

No report.

**F. Report of the Library Director Search Committee**

The Board has completed first and second interviews. They will go into Executive Session for further discussion.

#### **V. UNFINISHED BUSINESS**

**A. MakerSpace Update**

The Hub should be ready in a few weeks. Scott heard comments from users of the new study rooms about the original center room feeling like a fishbowl and about the lack of blinds. It was explained that there were never blinds on the north side of the public area so the topic never came up in planning discussions. The new Director can work on these suggestions.

**B. Staff Engagement Survey**

No report.

**C. Library Director Search**

This was moved to the end of the meeting.

**VI. NEW BUSINESS**

**A. \*\*\* Approval of Transferring \$300,000 from the General Fund to the Special Reserve Fund**

The transfer will increase the amount of money set aside for future major maintenance repair projects and replacement of the – roof, parking lot, HVAC, and library automation system.

Motion to approve Transferring \$300,000 from the General Fund to the Special Reserve Fund

Motion – Powell

Second – Starzec

Roll call, all voting AYE, approved

**B. \*\*\* Approval of the FY2018-2019 Working Budget**

**1. Draft Budget**

The budget reflects changing our focus from materials to services.

Motion to approve the FY2018-2019 Working Budget

Motion – Starzec

Second – Barnett

Roll call, all voting AYE, approved

**C. \*\*\* Approval of Meeting Schedule Ordinance 2018-1**

Motion to approve Meeting Schedule Ordinance 2018-1

Motion – Barnett

Second – Tonkery

Roll call, all voting AYE, approved

**D. \*\*\* Approval of McClure, Inserra Accounting Services Agreement for fy2018-2019**

We have been with McClure Inserra for many years and are happy with their service but It was suggested that the library under a due diligence exercise next year and request proposals from other accounting firms.

Motion to approve the McClure, Inserra Accounting Services Agreement for fy2018-2019

Motion – Starzec

Second – Powell

Roll call, all voting AYE, approved

**E. \*\*\* Approval of Medical Leave of Absence**

Motion to approve the Medical Leave of Absence

Motion – Powell

Second – Barnett

Roll call, all voting AYE, approved

**F. Library Director Search**

The Board will go into Executive Session and may take a vote upon return to open session.

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 –Tonkery

Second – Barnett

Roll call, all present voting AYE, approved

The Board went into Executive Session at 7:43 p.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, and Timothy S. Powell, Technical Services

Department Head Jan Davis and Library Director Roberta Thomas.

Absent – Trustee Wendy Petera

The Board resumed the open meeting at 9:00 p.m.

Motion to approve to award Library Director Roberta Thomas, for  
superlative performance over 24 years, a \$2,400 performance bonus.

Motion – Starzec

Second – Barnett

Roll call, all voting AYE, approved

**I. ADJOURNMENT**

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

Motion to Adjourn

Motion – Tonkery

Second –

The meeting was adjourned at 9:02 p.m.

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

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