

**GRAYSLAKE AREA PUBLIC LIBRARY DISTRICT  
MEETING JUNE 12 2018  
MINUTES**

**I. CALL TO ORDER**

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

**II. ROLL CALL**

Present were 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, Technical Services Department Head Jan Davis, Library Director Roberta Thomas, and Library Consultant John Keister. President Scott Landy was absent. Vice President Fredrick Barnett acted as President Pro-tem.

**III. ADDITIONS TO THE AGENDA**

None. The agenda item Selection of a Library Director Search Consultant was moved from New Business to immediately following the Consent Agenda.

**IV. PUBLIC COMMENTS**

None.

**V. \*\*\* CONSENT AGENDA ITEMS**

**A. MINUTES OF PREVIOUS MEETINGS**

1. Executive Session April 19, 2018
2. Executive Session April 25, 2018
3. Executive Session April 26, 2018
4. Special Meeting Library Director Candidate Interview May 1, 2018
5. Executive Session May 1, 2018
6. Special Meeting Library Director Candidate Interview May 3, 2018
7. Executive Session May 3, 2018 Regular Meeting May 8, 2018
8. Executive Session May 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**

1. Report of the Librarian
2. Written Report
3. Statistical Report
4. Department Heads' Reports
5. Staff Reports

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

**VI. OTHER REPORTS**

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

Kathi reported that the Friends had done “bang-up business on wall sales.”

**B. Report of the Policy Committee**

Robbie emailed the Fines and Fees Policy and The Hub Use Policy to the Committee.

**C. Report of the Finance Committee**

None

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

None

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

The Foundation’s Annual Meeting will be Tuesday, June 19<sup>th</sup>. There is one vacancy. Officers will be elected at this meeting. Please email nominations.

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

One consultant was present.

**VII. UNFINISHED BUSINESS**

**A. Makerspace Update**

Sean reported that The Hub is open, they have done a few programs, and already have waiting lists for some upcoming programs.

**B. Staff Engagement Survey**

None

**VIII. NEW BUSINESS**

**A. \*\*\* Selection of a Library Director Search Consultant**

- 1. John Keister & Associates, LLC**
- 2. Bradbury Miller Associates**

John Keister gave his presentation to the Board, answered questions, and left before the Board discussion.

Motion to approve hiring the firm of John Keister & Associates, LLC  
as the Library Director Search Consultant

Motion – Powell

Second – Petera

Roll call, all voting AYE, approved

**B. \*\*\* Adoption of Prevailing Wage Ordinance 2018-2**

Motion to Adopt Prevailing Wage Ordinance 2018-2

Motion – Petera

Second – Tonkery

Roll call, all voting AYE, approved

**C. Appointment of Two Trustees to Audit the Minutes**

Powell and Tonkery were appointed.

- D. \*\*\* Approval of Revisions to the Chart of Fines and Fees**  
Motion to Approve the Revisions to the Chart of Fines and Fees  
Motion – Petera  
Second – Powell  
Roll call, all voting AYE, approved
- E. \*\*\* Approval of Revisions to Policy 302 NonResident NonTaxpayer Library Cards**  
Motion to Approve the Revisions to Policy 302 NonResident NonTaxpayer Library Cards  
Motion – Petera  
Second – Starzec  
Roll call, all voting AYE, approved
- F. \*\*\* Approval of Revisions to the FY2018-2019 Working Budget**  
Motion to Approve the Revisions to the FY2018-2019 Working Budget  
Motion – Petera  
Second – Starzec  
Roll call, all voting AYE, approved
- G. \*\*\* Approval of Closing Friday, November 2, 2018 for Staff Institute Day**  
Motion to Approve Closing Friday, November 2, 2018 for Staff Institute Day  
Motion – Petera  
Second – Tonkery  
Voice vote, all voting AYE, approved
- H. \*\*\* Adoption of Policy 342 Acceptable Use of the Hub**  
Wendy questioned the punctuation of the policy with bullet points and semi-colons.  
Motion to Adopt Policy 342 Acceptable Use of the Hub with revised punctuation  
Motion – Petera  
Second – Starzec  
Roll call, all voting AYE, approved
- I. \*\*\* Adoption of Resolution 2018-1 Naming Janice Davis as IMRF Authorized Agent**  
Motion to Adopt Resolution 2018-1 Naming Janice Davis as IMRF Authorized Agent  
Motion – Powell  
Second – Petera  
Roll call, all voting AYE, approved
- J. Discussion of Per Capita Grant Requirements**  
Robbie shared some of the Board requirements for the Per Capita Grant application, including some type of online training regarding services to patrons with disabilities or challenges. The application will need to be approved at the December Board meeting.

**IX. ADJOURNMENT**

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

Motion to Adjourn

Motion – Petera

Second – Powell

The meeting was adjourned at 7:53 p.m.

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

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