

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

I. CALL TO ORDER

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

II. ROLL CALL

President were President Scott J. Landy, Vice President Fredrick Barnett, Treasurer Lisa Tonkery, and Trustees Kathleen Starzec, and Timothy S. Powell. Also present were Automated Systems Manager Sean Draegert, Circulation Department Head Ginnie Vehlow, Interim Library Director Jan Davis, Darlene Placko from Lake Street Bean, and John Keister from John Keister and Associates. Secretary Philip S. Howe and Trustee Wendy Petera were absent.

III. ADDITIONS TO THE AGENDA

A. Fifteen checks were added for approval and will be on the July warrant.

Ck#	Vendor Name:	Account#	Amount:
42810	Ebsco	4410 & 4460	\$8,269.00
42811	Ebsco	4421 & 4471	\$10,671.63
42812	The Library Corporation	4703	\$21,683.00
42813	ProQuest, LLC.	4460	\$1,310.00
42814	LibrariesFirst	4415	\$5,765.00
42815	Timothy Shoemaker	4503	\$200.00
42816	Beverly Hubbard	4503	\$50.00
42817	Thomas Baeck	4503	\$25.00
42818	Thomas Baeck	4503	\$25.00
42819	William Hazelgrove	4501	\$200.00
42820	Isabel Raci	4501	\$50.00
42821	Isabel Raci	4501	\$50.00
42822	Midwest Tape/Hoopla	4415 & 4465	\$23,400.00
42823	Murphy & Miller	4181	\$5,197.99
42824	Joan Elenita Kenny	4501	\$250.00

TOTAL: \$77,146.62

B. The agenda item Report and Presentation by John Keister was moved from New Business to immediately following Other Reports.

IV. PUBLIC COMMENTS

A. Darlene Placko presented the Board with free coffee from Lake Street Bean, explained the history of said company, and offered to contract with Grayslake Area Public Library District to provide coffee (and possibly snacks) to the patrons from 10:30 a.m. to 2 p.m. The Board will investigate and take into consideration at a future date.

V. * CONSENT AGENDA ITEMS**

A. MINUTES OF PREVIOUS MEETINGS

1. Regular Meeting June 12, 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 – June 2018**
3. **Statistical Report – FY2017-2018**

Landy and Barnett referenced statistics that did not appear to be accurate. A copied and pasted formula was incorrect, and is to be corrected by Jan.

E. Department Heads' Reports

F. 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

The Friends are receiving lots of book donations, and sales are good.

B. Report of the Policy Committee

None

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 met June 26th. Their next meeting is scheduled for July 24th at 4 p.m.

F. Report of the Library Director Search Committee

Did not meet. We will have a report from our consultant.

VII. UNFINISHED BUSINESS

A. Makerspace update

Sean reported that we are waiting for the paperwork from Boller for verification that the final inspection has taken place by the fire department before final payment will be released. He also noted that some original wiring has caused breakers to pop inside and outside The Hub. Sean will check with Marshall concerning the possible need for an analysis of all the original wiring.

B. Staff Engagement Survey

No updates.

VIII. NEW BUSINESS

- A. *** Adoption of .02% Building and Sites Ordinance 2018-3** Motion to Adopt .02% Building and Sites Ordinance 2018-3
 - Motion – Powell
 - Second – Tonkery
 - Roll Call, all voting AYE, approved
- B. *** Adoption of Tentative Budget and Appropriations Ordinance 2018-4** Motion to Adopt Tentative Budget and Appropriations Ordinance 2018-4
 - Motion – Barnett
 - Second – Starzec
 - Roll Call, all voting AYE, approved
- C. Report and Presentation by John Keister**

Highlights of the presentation were as follows. Leaders are looking for something to do, not the perfect library. Patrons are not using the library less, just differently. Keister will attend the September Board Meeting to talk about candidates.

IX. ADJOURNMENT

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

Motion to Adjourn
Motion – Tonkery
Second –
The meeting was adjourned at 7:55 p.m.