

**GRAYSLAKE AREA PUBLIC LIBRARY DISTRICT  
MEETING AUGUST 14, 2018  
MINUTES**

**I. CALL TO ORDER**

The meeting was called to order at 7:01 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, Timothy S. Powell and Kathleen Starzec. Also present were Automated Systems Manager Sean Draegert and Interim Library Director Janice Davis.

**III. ADDITIONS TO THE AGENDA**

None.

**IV. PUBLIC COMMENTS**

None.

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

**A. MINUTES OF PREVIOUS MEETINGS**

1. Regular Meeting July 10, 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 July 2018
3. Statistical Report FY 2017-2018
4. Library Successes FY 2017-2018

**E. Department Heads' Reports**

**F. Staff Reports**

Motion to approve the Consent Agenda.

Motion – Powell

Second – Petera  
Roll call, all voting AYE, approved

**VI. OTHER REPORTS**

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

The Friends will meet September 13<sup>th</sup>.

**B. Report of the Policy Committee**

The Policy Committee reviewed updates to Policy 116 Freedom of Information Act. This policy is in your packets, and are in New Business.

**C. Report of the Finance Committee**

The draft Certificate of Estimate of Revenue is under New Business; the Budget and Appropriations Ordinance is under Old Business.

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

No report.

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

The Foundation did not meet in August. They will be meeting September 18<sup>th</sup>. The Foundation has agreed to purchase new tote bags for Youth Services to distribute to the preschoolers that finish the 1,000 Books Before Kindergarten challenge. They have also purchased lawn furniture at Adult Services request. The items should be arriving any day now.

**VII. UNFINISHED BUSINESS**

**A. MakerSpace Update**

We are still waiting for the final paperwork from Boller.

**B. \*\*\*Adoption of Budget and Appropriations Ordinance 2018-4**

Motion – Petera

Second – Powell

Roll call, all voting AYE, approved

**VIII. NEW BUSINESS**

**A. \*\*\*Approval of Certificate of Estimate of Revenue for Fiscal Year 2017-2018**

Motion to approve the Certificate of Estimate of Revenue for Fiscal Year 2018-2019

Motion – Petera

Second – Starzec

Roll call, all voting AYE, approved

**B. \*\*\*Approval of the Audit of Secretary's Minutes**

Motion to approve the Audit of Secretary's Minutes

Motion – Starzec

Second – Barnett

Voice vote, all voting AYE, approved

**C. \*\*\*Approval of Illinois Public Library Annual Report**

Two phone numbers need to be updated.

Motion to approve the Illinois Public Library Annual Report

Motion – Powell

Second – Petera

Roll call, all voting AYE, approved

**D. \*\*\*Approval of Revisions to Policy 116 Freedom of Information Act**

Motion to approve Revision to Policy 116 Freedom of Information Act

Motion – Petera

Second – Tonkery

Voice vote, all voting AYE, approved

**E. Possession of Corporate Credit Cards Procedures**

After discussion, it was suggested that Jan research credit card policies and give her findings to the Policy Committee. In the meantime, Department Heads can have their cards in their possession if they so choose.

**IX. ADJOURNMENT**

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

Motion to Adjourn

Motion – Petera

Second -

The meeting was adjourned at 7:34 p.m.

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

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