

**GRAYSLAKE AREA PUBLIC LIBRARY DISTRICT
MEETING SEPTEMBER 11, 2018
MINUTES**

I. CALL TO ORDER

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

II. ROLL CALL

Present were President Scott J. Landy, Vice President Fredrick Barnett, Secretary Philip S. Howe, Treasurer Lisa Tonkery and Trustees Timothy S. Powell and Kathleen Starzec. Trustee Wendy Petera was absent. Also present were Automated Systems Manager Sean Draeger, Interim Library Director Janice Davis, Adult Services Department Head Carlen DeThorne, and Darlene Placko and Lisa Guerrero from Lake Street Bean.

III. ADDITIONS TO THE AGENDA

The only addition to the agenda was check #42946 in the amount of \$27,344.58 to Boller Construction, which will be on the September 30th warrant.

IV. PUBLIC COMMENTS

Darlene and Lisa from Lake Street Bean gave an update on the progress towards bringing in coffee and snacks into Kent's Place. They also wanted to address any questions that the Board might have.

V. * CONSENT AGENDA ITEMS**

A. MINUTES OF PREVIOUS MEETINGS

- 1. Budget and Appropriations Ordinance Hearing August 14, 2018**
- 2. Regular Meeting August 14, 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 Consent Agenda

Motion – Powell

Second – Barnett

Roll call, all present voting AYE, approved

VI. OTHER REPORTS

A. Report of the Friends of the Library Representative

The Friends will meet Thursday.

- B. Report of the Policy Committee**
The Policy Committee reviewed and edited the new Credit Card Policy #547. A copy of their proposal is in the Board Packet and/or in mailboxes.
- C. Report of the Finance Committee**
The Committee did not meet.
- D. Report of the Building and Grounds Committee**
The Committee did not meet.
- E. Report of the Grayslake Library Foundation**
The Committee will meet Tuesday, September 18th. They are still in need of one officer, and help with MiniGolf. They are asking for help via the Newsletter, Facebook and other social media.
- F. Report of the Library Director Search Committee**
(See Unfinished Business C).

VII. UNFINISHED BUSINESS

- A. Makerspace update**
With the payment approved in the Consent Agenda, Cherie will send the final check to Boller Construction on Wednesday, and this project will be completed, removing this line from Unfinished Business.
- B. Staff Engagement Survey**
Since the Survey took place such a long time ago, this will be re-considered after the next Staff Engagement Survey, removing this line from Unfinished Business.
- C. John Keister and Associates' Director Search**
Mr. Keister would like to meet with as many Board Members as possible between September 24th and 27th. The best date and time for the majority of the Board is Thursday, September 27th at 7:30 p.m. Mr. Keister will have candidate names and resumes at that time.

VIII. NEW BUSINESS

- A. *** Adoption of Resolution 2018-2 to Determine Estimate of Funds Needed for 2018-2019 Fiscal Year**
Motion to adopt Resolution 2018-2 to Determine Estimate of Funds Needed for 2018-2019 Fiscal Year
Motion – Starzec
Second – Tonkery
Roll call, all present voting AYE, approved
- B. Per Capita Grant Requirement Review of Trustee Facts File Chapter 6 through 10**
The Board reviewed the Per Capita Grant Requirement Review of Trustee Facts File Chapter 6 through 10. It was noted that we have the necessary policies in place that were referred to, and the chapter on hiring a library director was well timed.
- C. ***Approval of Closing Friday, November 16th instead of November 2nd for Staff Institute Day**
(Requested date change because District 46 Schools are not in session November 2nd.)

Motion to approve closing Friday, November 16, 2018 instead of Friday, November 2, 2018 for Staff Institute Day

Motion – Powell

Second – Barnett

Voice vote, all present voting AYE, approved

D. *Discussion/Approval of Credit Card Policy**

Motion to approve Policy Credit Card Policy 547as Accepted by Friendly Amendment (changing the word “should” in paragraph 2, sentence 1 to “must” and striking the following words in paragraph 2, sentence 1 “...or an annotated monthly statement...”)

Motion – Tonkery

Second – Starzec

Motion to make a Friendly Amendment to Credit Card Policy 547 changing the word should in paragraph 2, sentence 1 to must and striking the words “or an annotated monthly statement”

Motion – Landy

Accepted by – Tonkery and Starzec

Roll call, all present voting AYE, approved

I. ADJOURNMENT

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

Motion to Adjourn

Motion – Howe

Second – Powell

The meeting was adjourned at 7:23 p.m.

Approved: _____
Scott J. Landy, President

Attest: _____
Philip S. Howe, Secretary