

**GRAYSLAKE AREA PUBLIC LIBRARY DISTRICT  
MEETING OCTOBER 9, 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 Draeger, Interim Library Director Janice Davis, and visitors Travis Haley and Rachael Rezek.

**III. ADDITIONS TO THE AGENDA**

**REQUESTING YOUR APPROVAL  
AND SIGNATURE:**

<b>Ck#</b>	<b>Vendor Name:</b>	<b>Account#</b>	<b>Amount:</b>
43019	John Keister & Associates, LLC	6000	\$5,800.00
<b><u>TOTAL:</u></b>			<b>\$5,800.00</b>

**Please Note:**

This entry will be added to our October 2018 warrant needing approval at the October 9th, 2018 Board Meeting.

**IV. PUBLIC COMMENTS**

None

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

**A. MINUTES OF PREVIOUS MEETINGS**

1. Regular Meeting September 11, 2018
2. Special Meeting September 27, 2018
3. Executive Session September 27, 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**

Brownie Troop 45708 requests permission to place a box in the lobby for clothing donations for Lake County’s underprivileged children. The Trustees suggest that the Brownie Troop 45708 use one of the Donation Collection Bins in the hallway. Scott commented on the positive feedback he has received on the new committees recently formed, especially the morale boosts of the Staff Appreciation Committee - C.H.E.E.R.S.

**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 – Petera

Roll call, all voting AYE, approved

**VI. OTHER REPORTS**

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

The Friends met on September 13<sup>th</sup> and September 27<sup>th</sup>, elected officers on the 27<sup>th</sup> and approved several purchases from the wish lists that were presented to them. Although both Kathi Starzec and I had to leave the last meeting after the first thirty minutes (Special Called Board Meeting), I think most, if not all, the items they approved for purchase are listed below:

Department	Item	Amount	Approved Amount
Circulation	Blue Friends Bags Tote Bags	(as needed)	As many as needed
Circulation	Microfiber Clean Cloths (500)	\$490	\$490
Circulation	Water Bottles	\$563.20	Denied
Maintenance	Solar & Hand Crank Flashlights	\$329.78	\$329.78
Maintenance	Landscaping by entry sign	\$1,237.81	\$1,237.81
Maintenance	Landscaping by staff entry	\$2,208.96	\$2,208.96
Maintenance	Floor scrubber	@\$1500	Denied
Adult & Youth	Summer Concert Series	\$2,700	\$2,700
Adult & Youth	SRP T-Shirts	\$2,900	\$2,900
All Depts	Sign Holders	@\$500	\$100 (rest deferred)

**B. Report of the Policy Committee**

The Policy Committee reviewed suggested changes to Policy 301c Nonresident Taxpayer Library Cards that will ensure our policy follows the newly passed law which states that any and all owners or any and all who lease business property in the library district must be issued library cards upon request, assuming they provide proof of ownership and/or a legal lease.

**C. Report of the Finance Committee**

No report.

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

Marshall found a sinkhole in the patron parking lot on Sunday, October 7<sup>th</sup>; To be repaired by Friday, October 12<sup>th</sup>. The landscaping by the entry sign and by the staff entrance took place today (October 9<sup>th</sup>). The Board suggested that the Buildings and Grounds Committee (Fredrick Barnett, Timothy Powell) meet with Head of Maintenance, Marshall Hooven and Jan Davis to begin the search and research for a light to be placed by the entry for the purpose of lighting the sign and the driveway into the parking lot.

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

The Foundation met on September 18<sup>th</sup>. There was no quorum, so no decisions were made. However, they discussed Mini-Golf plans, and are looking for some additional dessert vendors. Their next meeting will be Tuesday, October 30<sup>th</sup> at 4:00 p.m.

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

See Unfinished Business.

**VII. UNFINISHED BUSINESS**

**A. John Keister and Associates' Director Search**

The schedule has been set with dates for Board interviews of the four top candidates from John Keister and Associates. Those dates are October 16<sup>th</sup>, 18<sup>th</sup>, 22<sup>nd</sup> and 23<sup>rd</sup>, 7:00 P.M. each evening. Jan is to forward to the Trustees the Suggested Interview Questions and the Dos and Don'ts of Interviewing, both provided by Mr. Keister.

**VIII. NEW BUSINESS**

**A. \*\*\* Adoption of Levy Ordinance 2018-5**

Motion to approve Levy Ordinance 2018-5

Motion – Petera

Second – Barnett

Roll call, all voting AYE, approved

We are asking for less than 5% over what we requested last year; therefore, no black border publication (or hearing) is required.

**B. Per Capita Grant Requirement Review of Serving Our Public Chapter 8**

The staff and Trustees have reviewed Chapter 8 [Public Services: Reference and Reader's Advisory Services] of Serving Our Public. This is basically a checklist to see if we are meeting core standards. At the top of the page there is a reference to the Applicable Core Standards for Reference and Reader's Advisory Services. These were provided for your referral. No action required.

**C. Per Capita Grant Requirement Review of Illinois Veteran's History Project**

The staff and Trustees have reviewed the website and links for the Illinois Veteran's History Project for Per Capita requirements. Several staff

members think this would be a terrific project – to interview veterans, and then send the interview print and/or recorded copies to the Library of Congress.

**D. \*\*\*Policy 301c Nonresident Taxpayer Library Card Revisions**

Motion to approve revisions to Policy 301c Nonresident Taxpayer Library Cards

Motion – Petera

Second – Starzec

Voice vote, all voting AYE, approved

**E. \*\*\*Approve Contract with Lake Street Bean**

This item was tabled until the Fire Department and Village indicate that all requirements have been met.

**IX. ADJOURNMENT**

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

Motion to adjourn

Motion – Petera

Second – Powell

The meeting was adjourned at 7:43 p.m.

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

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