

**GRAYSLAKE AREA PUBLIC LIBRARY DISTRICT
MEETING NOVEMBER 13, 2018
MINUTES**

I. CALL TO ORDER

The meeting was called to order at 7:02 p.m.

II. ROLL CALL

Present were Vice President Fredrick Barnett (arrived at 7:03 p.m.), Treasurer Lisa Tonkery, Secretary Philip S. Howe, and Trustees Wendy Petera and Timothy Powell. Also present were Interim Library Director Janice Davis, Automated Systems Manager Sean Draegert, Adult Services Department Head Carlen DeThorne, owners of Lake Street Bean Darlene Placko and Lisa Guerrero, Travis Haley, Rachael Rezek, Michelle Anderson, and two minors, Grace and Anna. Absent were President Scott J. Landy and Trustee Kathleen Starzec.

III. ADDITIONS TO THE AGENDA

None.

IV. PUBLIC COMMENTS

None.

V. * CONSENT AGENDA ITEMS**

A. MINUTES OF PREVIOUS MEETINGS

1. **Special Meeting Levy Ordinance Hearing October 9, 2018**
2. **Regular Meeting October 9, 2018**
3. **Special Meeting Library Director Candidate Interview October 16, 2018**
4. **Executive Session October 16, 2018**
5. **Special Meeting Library Director Candidate Interview October 18, 2018**
6. **Executive Session October 18, 2018**
7. **Special Meeting Library Director Candidate Interview October 22, 2018**
8. **Executive Session October 22, 2018**
9. **Special Meeting Library Director Candidate Interview October 23, 2018**
10. **Executive Session October 23, 2018**
11. **Special Meeting Library Director Candidates Discussion November 6, 2018**
12. **Executive Session November 6, 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 the Consent Agenda
Motion – Powell
Second – Petera
Roll Call, all present voting Aye, approved

VI. OTHER REPORTS

A. Report of the Friends of the Library Representative

No report.

B. Report of the Policy Committee

No report.

C. Report of the Finance Committee

No report.

D. Report of the Building and Grounds Committee

The Board encouraged the Building and Grounds Committee to quickly look into getting some type of lighting at the property entrance to enable patrons find the entrance after dark, and to light up the Grayslake Library sign. It was also suggested that we contact the Village concerning the light that is out at the skate park, directly across from

E. Report of the Grayslake Library Foundation

Howe announced that the Minigolf event has been canceled for February 2019.

VII. UNFINISHED BUSINESS

A. *Approve Contract with Lake Street Bean**

Motion to Approve Contract with Lake Street Bean

Motion – Petera

Second – Tonkery

Roll Call, all present voting Aye, approved

B. John Keister and Associates Library Director Search

Mr. Keister has three viable candidates/resumes at this time. He would like the Board to conduct interviews in December.

VIII. NEW BUSINESS

A. *Approval of Commercial Package Insurance Plan and Worker's Compensation**

1. Insurance Proposal

Motion to Approve the Commercial Package Insurance Plan and Worker's Compensation Insurance Proposal

Motion – Powell

Second – Tonkery

Roll Call, all voting Aye, approved

B. Per Capita Grant Requirement Online Training on Service to Patrons with Disabilities and Challenges

1. Unless Trustees have watched the video sent to them via email on November 5th, we will need to watch it during the Board Meeting.

(No motion or vote needed)

Trustees have viewed the video on Service to Patrons with Disabilities and Challenges.

C. *Approval of Changing January 2019 Meeting Date from January 8 to January 15**

Motion to Approve Changing the January 2019 Meeting Date from January 8 to January 15

Motion – Petera

Second –Tonkery

Voice vote, 5 Ayes, 0 Nays

IV. ADJOURNMENT

Motion to Adjourn

Motion – Petera

Second – Tonkery

Meeting adjourned at 7:32 p.m.

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

Approved: _____
Scott J. Landy, President

Attested: _____
Philip S. Howe, Secretary