

**GRAYSLAKE AREA PUBLIC LIBRARY DISTRICT
MEETING DECEMBER 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, Secretary Philip S. Howe, Treasurer Lisa Tonkery, and Trustees Wendy Petera, Timothy Powell, and Kathleen Starzec. Also present were Consultant John Keister, Youth Services Department Head Cassie Carbaugh, Teen Librarian Lauren Hilty, Circulation Department Head Ginnie Vehlow, Interim Library Director Janice C. Davis, Lisa Guerrero and Darlene Placko from Lake Street Bean, Michelle Anderson, Travis Haley, Bob Kaempfe, and Rachael Rezbek. Vice President Fredrick Barnett arrived at 7:02 p.m.

III. ADDITIONS TO THE AGENDA

None.

IV. PUBLIC COMMENTS

None.

V. * CONSENT AGENDA ITEMS**

A. MINUTES OF PREVIOUS MEETINGS

1. Regular Meeting November 13, 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. Reports of the Librarian

1. Written Report
2. Statistical Reports
 - a. Public Services
 - b. Technical Services

E. Department Heads' Reports

F. Staff Reports

Motion to approve the Consent Agenda with correction to the minute concerning the date of January 2019 meeting to take place January 15th, not January 18th

Motion – Powell

Second – Barnett

Roll Call, all voting AYE, approved

VI. OTHER REPORTS

A. Report of the Friends of the Library Representative

Dave Peterson, very active long-time member of the Friends of the Library, passed away on November 27, 2018. He was faithful in showing up two or three mornings every week to help sort donations for Friends book sales.

B. Report of the Policy Committee

No report

C. Report of the Finance Committee

No report

D. Report of the Building and Grounds Committee

Hucker Electric plans to install lights by the sign on December 10th, weather permitting.

E. Report of the Grayslake Library Foundation

No quorum for the last two scheduled meetings.

Lauren Hilty will be working with the Eagle Scouts who will be adding slat walls at the end of book shelves. The Foundation is providing \$700 for the project.

VII. UNFINISHED BUSINESS

A. John Keister and Associates Library Director Search Update (move to closed session)

B. Lake Street Bean update

After much discussion, Lake Street Bean owners, Lisa Guerrero and Lisa Placko, decided it would be wise to wait for the availability of the open window area behind circulation to become available before beginning to serve coffee in the library. That is expected to be about two months. This would fulfill Lake County Health Department's requirement of a dedicated hand-washing sink close-by.

VIII. NEW BUSINESS

A. *Approval of the Draft Audit for Fiscal Year 2017-2018**

1. Draft Audit

2. Management Representation Letter

3. Notice of Availability of Audit Report

Motion to approve the Draft Audit for Fiscal Year 2017-2018

Motion – Petera

Second – Tonkery

Roll Call, all voting AYE, approved

B. *Approval of Illinois Public Library Per Capita Grant Application**

1. Grant Application

2. FY2018 Grant Expenditure Report

Motion to approve the Illinois Public Library Per Capita Grant Application

Motion – Barnett

Second – Petera

Roll call, all voting AYE, approved

C. *Approval of Village of Grayslake's Extension of Sidewalk from the Library to the Aquatic Park**

1. Library Sidewalk Exhibit

2. Cost would be from the Village's Capital Spending Fund

3. Risk assessment

Motion to table the approval of the Village of Grayslake's Extension of Sidewalk from the Library to the Aquatic Park

Motion to Table – Powell

Second – Howe

Voice vote, 7 AYE, 0 NAY, approved

D. *Approval of Staff Member's Request for Unpaid Time Off**

Motion to approval a Staff Member's Request for Unpaid Time Off

Motion – Petera

Second – Powell

Roll call, all voting AYE, approved

E. * Executive Session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body**

Motion to enter Executive Session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body

Motion – Petera

Second – Tonkery

Roll call, all voting AYE, approved

The Board went into Executive Session at 7:45 p.m.

Roll call to return to the Open Meeting

Present – President Scott J. Landy, Vice President Fredrick Barnett, Secretary Philip S. Howe, Treasurer Lisa Tonkery, and Trustees Kathleen Starzec, Wendy Petera, and Timothy S. Powell

The Board resumed the open meeting at 8:26 p.m.

IX. ADJOURNMENT

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

Motion to adjourn

Motion – Petera

Second – Powell

The meeting was adjourned at 8:27 p.m.

Approved: _____
Scott J. Landy, President

Attest: _____
Philip S. Howe, Secretary