

**GRAYSLAKE AREA PUBLIC LIBRARY DISTRICT  
MEETING JANUARY 15, 2019  
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, and Trustees Wendy Petera, Timothy S. Powell, and Kathleen Starzec. Also present were Automated Systems Manager Sean Draeger, Adult Services Department Head Carlen DeThorne, Youth Services Department Head Cassie Carbaugh, Circulation Department Head Virginia Vehlow, and Interim Library Director Jan Davis. Teen Librarian Lauren Hilty arrived at 7:02 p.m. Visitors Robert Kaempfe, Travis Haley, and Rachael Rezek were also present. Treasurer Lisa Tonkery arrived at 7:26 p.m.

**III. ADDITIONS TO THE AGENDA**

One check was added for approval at this meeting. It will be included on the January 1 to 31 warrant.

<b>Ck#</b>	<b>Vendor Name:</b>	<b>Account#</b>	<b>Amount:</b>
43240	Library Furniture International, Inc.	5531 & 5581	\$8,751.00
<b>TOTAL:</b>			<b>\$8,751.00</b>
Also: Ck#43421	Safe Sitter, Inc.		267.00

**IV. PUBLIC COMMENTS**

None

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

**A. MINUTES OF PREVIOUS MEETINGS**

1. Regular Meeting December 11 2018
2. Executive Session December 11 2018
3. Special Meeting January 7 2019
4. Special Meeting January 9 2019

**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 Director**

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

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 next meeting will be March 14, 2019 at 7:00 P.M. Mr. Howe announced that the Friends of the Library at Fremont Public have dispersed.

**B. Report of the Policy Committee**

None

**C. Report of the Finance Committee**

None

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

None

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

The next Foundation meeting will be January 31, 2019. A donation of \$500 was received.

**VII. UNFINISHED BUSINESS**

**A. Library Director Search Update (moved to closed session)**

**B. \*\*\* Motion to Approve the Village of Grayslake's Extension of Sidewalk from the Library to the Aquatic Park**

**1. Risk Assessment**

**2. Library Sidewalk Exhibit**

Motion to table the Approval of Village of Grayslake's Extension of Sidewalk from the Library to the Aquatic Park until after a meeting with village engineer and township supervisor

Motion – Petera

Second – Starzec

Roll call, all present voting AYE, approved

**VIII. NEW BUSINESS**

**A. \*\*\*Adoption of Changes to Policy 324 Patron Conduct**

Motion to Adopt Changes to Policy 324 Patron Conduct

Motion – Petera

Second – Powell

Voice vote, all present voting AYE, approved

**B. \*\*\*Adoption of Changes to Policy 315 Reference Service**

Motion to Adopt Changes to Policy 315 Reference Service

Motion – Petera

Second – Barnett

Voice vote, all present voting AYE, approved

**C. ILA Library Legislative Meetups**

**D. \*\*\*Approval of Fine Free Week/Day During National Library Week (April 7-13)**

Motion to approve Fine Free Week during National Library Week (April 7-13)

Motion – Powell  
Second – Starzec  
Roll call, all present voting AYE, approved

- E. Tour of the Library – moved to February Board Meeting**  
**F. \*\*\*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 – Barnett  
Roll call, all voting AYE, approved

The Board went into Executive Session at 7:27 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 Wendy Petera, Timothy Powell and Kathleen Starzec. Also present until 7:31 p.m. were Automated Systems Manager Sean Draeger, Adult Services Department Head Carlen DeThorne, Youth Services Department Head Cassie Carbaugh, Circulation Department Head Virginia Vehlow, Teen Librarian Lauren Hilty, and Interim Library Director Jan Davis.

The Board resumed the open meeting at 7:49 p.m.

- G. \*\*\*Approval of Board President entering negotiations with the selected candidate for the Director position based on the parameters discussed in Executive Session**

Motion for Approval of the Board President to enter negotiations with the selected candidate for the Director position, based on the parameters discussed in Executive Session

Motion – Petera  
Second – Starzec

**IX. ADJOURNMENT**

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

Motion to Adjourn

Motion – Petera

The meeting was adjourned at 7:51 p.m.

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

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