

**GRAYSLAKE AREA PUBLIC LIBRARY DISTRICT  
MEETING NOVEMBER 8, 2011  
MINUTES**

**I. CALL TO ORDER**

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

**II. ROLL CALL**

Present were President Philip S. Howe, Secretary Kathleen Starzec, Treasurer Kristine Mobley and Trustee Timothy S. Powell. Also present were Automated Systems Manager Sean Draegert, Circulation Department Head Stephanie Stucky and Library Director Roberta Thomas. Vice President Scott Landy and Trustees Fredrick Barnett and Kent Rich were absent.

**III. ADDITIONS TO THE AGENDA**

Six checks were added for approval. They will appear on the November 30, 2011 warrant.

<b>Ck#</b>	<b>Vendor Name:</b>	<b>Account#</b>	<b>Amount:</b>
35250	Mr. Melvin J. Biske	4503	\$325.00
35251	Mr. John Van Meer	4503	\$100.00
35252	Ms. Patricia O'Brien	4503	\$200.00
35253	Disney Educational Productions	4495	\$19.99
35254	Harris Info Source	4405	\$208.00
35255	Total Teledata, Inc.	4710	\$105.00
		<b>TOTAL:</b>	<b>\$957.99</b>

**IV. PUBLIC COMMENTS**

No members of the public were present.

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

**A. Minutes of previous meetings.**

1. Regular Meeting October 18, 2011
2. Policy Committee Meeting October 19, 2011

**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 June

**C. Correspondence and communications**

**D. Report of the Librarian**

1. Written Report
2. Statistical Report

**E. Department Heads' Reports**

**F. Staff Reports**

The staff and Department Heads were thanked for their reports.

Motion to approve the Consent Agenda.

Motion – Mobley

Second – Powell  
Roll call, all voting AYE, approved

**VI. OTHER REPORTS**

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

The booksale made less than anticipated. The Friends are fortunate to have National Honor Society students volunteering. They are very hardworking young people.

**B. Report of the Policy Committee**

The Policy Committee met and discussed the library card policies which are under New Business.

**C. Report of the Finance Committee**

No report.

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

No report.

**E. Report of the Trustee Development Committee**

No report.

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

The Foundation voted to give the Library \$1,500 to purchase Barnes and Noble Nooks to circulate and to load books onto them. The Nooks and cases have arrived. We expect to start circulating the Nooks Thanksgiving week and feature them in the library's newsletter which is mailed to residents that same week.

**VII. UNFINISHED BUSINESS**

**A. None**

**VIII. NEW BUSINESS**

**A. \*\*\*Approval of Levy Ordinance 2011-5**

Motion to approve Levy Ordinance 2011-5.

Motion – Mobley

Second – Powell

Roll call, all voting AYE, approved

**B. \*\*\*Award of Commercial Package Insurance Plan and Worker's Compensation Insurance Package**

Motion to Award the Commercial Package Insurance Plan and Worker's Compensation Insurance Package to Heil and Heil Agency with Utica National providing the Commercial Package and The Hartford providing Worker's Compensation Insurance.

Motion – Powell

Second – Mobley

Roll call, all voting AYE, approved

**C. \*\*\*Approval of Revisions to Policy 301a Resident Library Cards**

- D. **\*\*\*Approval of Revisions to Policy 301b Temporary Resident Library Cards**
- E. **\*\*\*Approval of Revisions to Policy 302 Nonresident Nontaxpayer Library Cards**
- F. **\*\*\*Approval of Revisions to Policy 311 Reciprocal Borrowing**

The Circulation Staff was thanked for the hard work they put into the revision of these policies.

Motion to Approve the Revisions to Policies 301a, 301b, 302, and 311.

Motion –Mobley

Second – Powell

Roll call, all voting AYE, approved

- G. **\*\*\*Approval of Policy 337 Patrons Granting Others Permission to Access Their Library Accounts**

Motion to Approve Policy 337 Patrons Granting Others Permission to Access Their Library Accounts.

Motion – Powell

Second – Mobley

Roll call, all voting AYE, approved

- H. **\*\*\*Approval of Revisions to the Chart of Fines and Fees**

Motion to Approve **the Revisions to the Chart of Fines and Fees** as amended by the fees for Nooks.

Motion –Mobley

Second – Powell

Roll call, all voting AYE, approved

## IX. ADJOURNMENT

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

Motion to Adjourn

Motion – Starzec

Second - Powell

The meeting was adjourned at 7:32 p.m.

Approved: \_\_\_\_\_  
Philip S. Howe, President

Attest: \_\_\_\_\_  
Kathleen T. Starzec, Secretary