

**GRAYSLAKE AREA PUBLIC LIBRARY DISTRICT  
REGULAR MEETING  
JULY 14, 2020  
7:00 PM  
MINUTES**

**I. CALL TO ORDER**

The meeting was called to order at 6:59 p.m.

**Board President Petera: "This meeting is held as a virtual meeting given that the Illinois Governor has declared the coronavirus pandemic a disaster. I have determined that an in person meeting is not practical or prudent because of the disaster."**

**II. ROLL CALL**

Present were President Wendy Petera, Vice President Scott J. Landy, Treasurer Kathleen T. Starzec, Secretary Lisa Tonkery, and Trustees Fredrick L. Barnett and Rachael Rezek. Also present were Automation Systems Manager Sean Draeger, Youth Services Manager Cassie Carbaugh, Adult Services Manager Carlen DeThorne, Circulation Manager Ginnie Vehlow, Office Manager Cherie Neave, Facility and Grounds Manager Marshall Hooven, Tech Services Manager Jan Davis, and Library Director Sara Brown.

**III. ADDITIONS TO THE AGENDA**

**A. New Fiscal Year checks were added for approval and will be on the July warrant.**

<b>Ck#</b>	<b>Vendor Name:</b>	<b>Account#</b>	<b>Amount:</b>
44495	Proquest	4410	\$10,951.20
44496	Proquest	4410 & 4460	\$6,619.40
44497	Rails	4415	\$6,269.50
44498	Niche Academy	4410	\$1,800.00
44499	NewsBank	4410	\$25,075.00
44500	Ebsco	4410	\$32,960.00
44501	Ebsco	4421 & 4471	\$11,143.71
44502	Ebsco	4421	\$426.30
44503	Murphy & Miller	4181	\$5,622.00
44504	Huntington Learning Center	4502	\$600.00
44505	CCS/OCLC	7150	\$29,938.00
44506	Mitel	4710	\$3,785.17
		<b>TOTAL:</b>	<b>\$135,190.28</b>

**IV. PUBLIC COMMENTS** (Note: Public may submit comments or questions only during the public comments section of the meeting via the Q&A feature of the Zoom meeting).

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

**A. MINUTES OF PREVIOUS MEETINGS**

1. Regular Meeting June 9, 2020
2. Executive Session June 9, 2020
3. Special Meeting June 22, 2020
4. Executive Session June 22, 2020

5. Special Meeting June 23, 2020
6. Executive Session June 23, 2020

**B. Correspondence and communications**

**C. Report of the Librarian**

1. Written Report
2. Statistical Reports – June 2020
  - a) Public Services
    1. [Transparency Dashboard](#)
  - b) Technical Services

**D. Department Heads' Reports**

**Motion to approve consent agenda items**

Motion -- Landy  
Second -- Barnett  
Roll Call Vote, all voting AYE, motion carried

**VI. Treasurer's Report and Paying of the Bills**

**A. Treasurer's Report**

1. Executive Budget Summary June 2020
2. Financial Statements and Supplements June 2020

**B. \*\*\* Approval of Paying of the Bills**

1. Check Detail Report June 2020
2. CPA Cover Sheet June 2020

**Motion to approve paying of the bills**

Motion -- Landy  
Second -- Rezek  
Roll Call Vote, all voting AYE, motion carried

**VII. OTHER REPORTS**

- A. Report of the Friends of the Library Representative**
- B. Report of the Policy Committee**
- C. Report of the Finance Committee**
- D. Report of the Building and Grounds Committee**
- E. Report of the Grayslake Library Foundation**

**VIII. UNFINISHED BUSINESS**

- A. Update on How to Best Serve Patrons Remotely through the COVID-19 Crisis**
  1. Virtual Offerings Progress
- B. StudioGC Board Presentation to Review General Direction of Master Space Plan**
- C. \*\*\*Ratify Revision of Request for Proposal (RFP) Date Changes for a Multi-Tiered Guaranteed Energy Savings Contract Project Consisting of Roof Replacement, Mechanical Replacement, Solar**

**Motion to ratify revision of Request for Proposal (RFP) Date Changes for a Multi-Tiered Guaranteed Energy Savings Contract Project Consisting of Roof Replacement, Mechanical Replacement, Solar**

Motion -- Landy  
Second -- Barnett  
Roll Call Vote, all voting AYE, motion carried

**D. \*\*\*Approval of Revision of Policy 302 Nonresident Nontaxpayer Library Cards**

**Motion to approve revision of Policy 302 Nonresident Nontaxpayer Library Cards**

Motion -- Landy  
Second -- Rezek  
Roll Call Vote, all voting AYE, motion carried

**E.      \*\*\*(Post Executive Session) Selection of Trustee Candidate**

**Motion to approve the selection of Trustee Candidate F**

Motion -- Landy

Second -- Barnett

Roll Call Vote, 5 voting AYE, 1 voting NAY, motion carried

**IX.      NEW BUSINESS**

**A.      \*\*\*Approval of .02% Building and Sites Ordinance 2020-3**

**Motion to approve .02% Building and Sites Ordinance 2020-3**

Motion -- Landy

Second -- Rezek

Roll Call Vote, all voting AYE, motion carried

**B.      \*\*\*Approval of Tentative FY 20-21 Budget & Appropriation Ordinance 2020-4**

**Motion to approve tentative FY 20-21 Budget & Appropriation Ordinance 2020-4**

Motion -- Landy

Second -- Rezek

Roll Call Vote, all voting AYE, motion carried

**X.      EXECUTIVE SESSION**

**A.      For the appointment of an individual to fill a vacancy on the board of trustees**

**Motion to enter Executive Session for the appointment of an individual to fill a vacancy on the board of trustees**

Motion -- Barnett

Second -- Landy

Roll Call Vote, all voting AYE, motion carried

The Board went into Executive Session at 8:04 pm.

The Board entered Open Meeting at 9:50 pm. Roll Call. All previously stated board members present.

**XI.     ADJOURNMENT**

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

**Motion to adjourn the meeting**

Motion -- Landy

Second -- Starzec

(Roll Call Vote, all voting AYE, motion carried)

Meeting adjourned at 9:52 pm.

Approved: \_\_\_\_\_

Wendy Petera, President

Attest: \_\_\_\_\_

Lisa Tonkery, Secretary