



100 LIBRARY LANE
GRAYSLAKE, IL 60030
847.223.5313
grayslake.info

GRAYSLAKE AREA PUBLIC LIBRARY DISTRICT
REGULAR MEETING
AUGUST 11, 2020
7:00 PM
Minutes

I. CALL TO ORDER

The meeting was called to order at 7:01pm.

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 Kathi Starzec, Secretary Lisa Tonkery, and Trustees Fredrick L. Barnett, Rachael Rezek, and newly appointed Trustee Nicholas J. Grimm. Also in attendance were Automated Systems Manager Sean Draeger, Circulation Manager Ginnie Vehlow, Adult Services Manager Carlen Dethorne, Facilities Manager Marshall Hooven, Tech Services Manager Jan Davis, and Library Director Sara Brown.

III. SWEARING IN OF NEW TRUSTEE

Although Grimm has already taken the oath of office in front of a notary public and has presented his paperwork, Secretary Tonkery swore him in at the meeting for ceremonial purposes.

IV. APPOINTMENT OF VILLAGE OF GRAYSLAKE REPRESENTATIVE AND BUILDING AND GROUNDS COMMITTEE MEMBER

President Petera appointed Rachael Rezek as the Village of Grayslake representative and Nicholas Grimm as the Building and Grounds committee member.

V. ADDITIONS TO THE AGENDA

None.

VI. 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).

None.

VII. * CONSENT AGENDA ITEMS**

A. MINUTES OF PREVIOUS MEETINGS

1. Regular Meeting July 14, 2020
2. Executive Session July 14, 2020

B. Correspondence and communications

C. Report of the Librarian

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

D. Department Head Reports

Motion to approve consent agenda items

Motion -- Landy

Second -- Barnett

Roll call, all voting AYE, motion carried

VIII. Treasurer's Report and Paying of the Bills

A. Treasurer's Report

1. Executive Budget Summary July 2020
2. Financial Statements and Supplements July 2020
3. Petty Cash Reconciliation July 2020

- B. *** Approval of Paying of the Bills**
1. Check Detail Report July 2020
2. CPA Cover Sheet July 2020

Motion to approve the paying of the bills

Motion -- Landy

Second -- Grimm

Roll call, all voting AYE, motion carried

IX. OTHER REPORTS

- A. Report of the Friends of the Library Representative**
B. Report of the Policy Committee
1. Minutes of the May 27, 2020 Policy Committee Meeting
C. Report of the Finance Committee
D. Report of the Building and Grounds Committee
E. Report of the Grayslake Library Foundation

X. UNFINISHED BUSINESS

- A. Update on How to Best Serve Patrons Remotely through the COVID-19 Crisis**
1. Curbside, Grab & Go, and Virtual Offerings Update
B. Discussion of StudioGC's Master Space Plan Study of Potential Improvements

XI. NEW BUSINESS

- A. ***Approval of Audit of Secretary's FY 19-20 Minutes with Corrections**
1. **Memo RE: Minor Discrepancies Corrected**

Motion to approve the audit of Secretary's FY 19-20 Minutes with Corrections

Motion -- Landy

Second -- Rezek

Roll call, all voting AYE, motion carried

- B. ***Approval of Illinois State Library Annual Report (IPLAR)**
1. **Memo RE: Pandemic Guidelines and Comments**
2. **IPLAR**

Motion to approve the Illinois State Library Annual Report (IPLAR)

Motion -- Landy

Second -- Barnett

Roll call, all voting AYE, motion carried

- C. ***Approval of March 12, 2021 for Staff Institute Day**

Motion to approve closing the library on March 12, 2021 for Staff Institute Day

Motion -- Barnett

Second -- Rezek

Roll call, all voting AYE, motion carried

- D. FY 2020-2021 Dates of Interest**

- E. ***Adoption of Resolution 2020-4: A Resolution Approving and Adopting a Policy Regarding the Delivery and Sale of Alcoholic Liquor in Buildings Owned by the Grayslake Area Public Library District**

Motion to adopt Resolution 2020-4: A resolution approving and adopting a policy regarding the delivery and sale of alcoholic liquor in buildings owned by the Grayslake Area Public Library District

Motion --Landy

Second -- Rezek

Roll call, all voting AYE, motion carried

F. *Approval of Revisions of 300s Policies**

1. **Answers to Policy Committee Queries**
2. **Revision of 300s Policies**

Motion to Exclude Motion 303 and 305 for approval

Motion Landy

Second Rezek

Motion to approve revisions of 300s policies excluding policy 303 and 305 for further review and discussion

Motion -- Rezek

Second -- Tonkery

Roll call, all voting AYE, motion carried

XII. ADJOURNMENT

Motion to adjourn

Motion --Landy

Second --Rezek

Roll call, all voting AYE, motion carried

Meeting was adjourned at 7:37pm

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

Approved: _____

Wendy Petera, President

Attest: _____

Lisa Tonkery, Secretary