

**GRAYSLAKE AREA PUBLIC LIBRARY DISTRICT
REGULAR MEETING
SEPTEMBER 8, 2020
7:00 PM
MINUTES**

I. CALL TO ORDER

Meeting was called to order at 7:07 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 Landy, Secretary Lisa Tonkery, Nicholas J. Grimm, and Rachael Rezek. Also present were Automated Systems Manager Sean Draeger, Adult Services Manager Carlen DeThorne, Circulation Manager Ginnie Vehlow, Facilities Manager Marshall Hooven, Tech Services Manager Jan Davis, Youth Services Manager Cassie Carbaugh, and Library Director Sara Brown. Treasurer Kathi Starzec was absent.

III. ADDITIONS TO THE AGENDA

None.

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).

None

V. * CONSENT AGENDA ITEMS**

A. MINUTES OF PREVIOUS MEETINGS

1. Regular Meeting August 11, 2020

B. Correspondence and communications

C. Report of the Librarian

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

D. Department Head Reports

Motion to approve consent agenda items

Motion --Landy

Second -- Grimm

Roll call, all voting AYE, motion carried

VI. Treasurer's Report and Paying of the Bills

A. Treasurer's Report

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

B. * Approval of Paying of the Bills**

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

Motion to approve paying of the bills

Motion -- Landy

Second -- Rezek

Roll call, all present voting AYE, motion carried

VII. OTHER REPORTS

- A. **Report of the Friends of the Library Representative**
The Friends will have a virtual meeting on September 14th.
- B. **Report of the Policy Committee**
The Policy Committee will be meeting at the end of the month to work on policies 303 and 305
- C. **Report of the Finance Committee**
None.
- D. **Report of the Building and Grounds Committee**
Nick was given a tour of the building.
- E. **Report of the Grayslake Library Foundation**
None.

VIII. 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. *****Adoption of Budget & Appropriation Ordinance 2020-4**
1. Memo: Budget and Appropriation "On Hand" Fund Balances FYI

Motion to adopt Budget & Appropriation Ordinance 2020-4
Motion -- Landy
Second -- Rezek
Roll call, all voting present AYE, motion carried
- C. *****Approval of Revised Library Sign and Additional Costs Due to Village Code Requirements**
1. Memo: Revised Library Sign and Additional Costs Due to Village Code Requirements
2. Revised Vendor Invoice Based on Village Code Requirements

Motion to approve the revised library sign and additional costs due to village code requirements
Motion -- Rezek
Second -- Landy
Roll call, all present voting AYE, motion carried

IX. NEW BUSINESS

- A. *****Adoption of Resolution 2020-5: Resolution to Determine Estimate of Funds Needed for 20-21 Fiscal Year**

Motion to adopt Resolution 2020-5: Resolution to determine the estimate of funds needed for 20-21 Fiscal Year

Motion -- Landy
Second -- Barnett
Roll call, all present voting AYE, motion carried
- B. *****Approval of Certificate of Estimate of Revenues**

Motion to approve the Certificate of Estimate of Revenues
Motion -- Landy
Second -- Rezek
Roll call, all present voting AYE, motion carried
- C. *****Approval to Ratify Unanimous Straw Poll to Table the Multi-tiered Guaranteed Energy Savings Contract until the October Regular Board Meeting**
1. ESCO Proposal Evaluation by StudioGC

Motion to ratify the unanimous straw poll to table the multi-tiered guaranteed energy savings contract until the October regular board meeting
Motion -- Landy
Second -- Rezek
Roll call, all present voting AYE, motion carried

D. *Approval of FEMA Public Assistance Grant Agreement**

Motion to discuss the FEMA Public Assistance Grant Agreement

Motion -- Barnett
Second -- Grimm

Landy made a friendly amendment, accepted by Barnett, to approve, not discuss, the FEMA Public Assistance Grant Agreement.

Landy made a friendly amendment, accepted by Barnett, to approve with the stipulation that we ensure the correct categorization for the public library is on the FEMA form before signing.

Roll call, all present voting AYE, motion carried

E. Discussion of Per Capita Grant Trustee Requirements

1. Serving our Public 4.0

F. *Approval of Operational Decision to Opt Out of the Executive Order for the Social Security Payroll Tax Deferral**

1. Memo: IRS Notice 2020-65 Regarding Employee Social Security Tax Deferral

Motion to approve the operational decision to opt out of the Executive Order for the Social Security Payroll Tax Deferral

Motion -- Landy
Second -- Rezek

Roll call, all present voting AYE, motion carried

X. ADJOURNMENT

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

Motion to adjourn the meeting

Motion -- Rezek
Second -- Landy

Roll call, all present voting AYE, motion carried

Meeting adjourned at 7:40 p.m.

Approved: _____

Wendy Petera, President

Attest: _____

Lisa Tonkery, Secretary