

**GRAYSLAKE AREA PUBLIC LIBRARY DISTRICT
REGULAR MEETING
OCTOBER 13, 2020
7:00 PM
MINUTES**

I. CALL TO ORDER

Meeting was called to order at 7:06 pm.

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. I have also determined that it is not feasible, due to the disaster and the disaster declaration, to have a Library Trustee, the Library Director, or the Library's Attorney present at the Library."

II. ROLL CALL

Present were President Wendy Petera, Vice President Scott Landy, Secretary Lisa Tonkery, Treasurer Kathi Starzec, Trustees Nicholas Grimm and Rachael Rezek. Also present were Jamie Rachlan of Meristem Advisors, Darren Schretter of StudioGC, Automated Systems Manager Sean Draeger, Adult Services Manager Carlen DeThorne, Circulation Manager Ginnie Vehlow, Tech Services Manager Jan Davis, and Library Director Sara Brown. Trustee Fred Barnett 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. Special Meeting September 8, 2020
2. Regular Meeting September 8, 2020

B. Correspondence and communications

C. Report of the Librarian

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

D. Department Head Reports

Motion to approve consent agenda items

Motion -- Landy

Second -- Rezek

Roll call, all present voting AYE, motion carried

VI. Treasurer's Report and Paying of the Bills

A. Treasurer's Report

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

B. * Approval of Paying of the Bills**

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

Motion to approve paying of the bills

Motion -- Landy

Second -- Grimm

Roll call, all present voting AYE, motion carried

VII. OTHER REPORTS

A. Report of the Friends of the Library Representative

The Friends had virtual meetings on 9/17/2020 and 10/8/2020 to elect officers, discuss general business such as when Friends can return to the library to work on book sale items, the status of the library and services, and donating money to the library for programs, etc.

B. Report of the Policy Committee

The Policy Committee will be meeting at the end of this month to begin reviewing the next set of policies.

C. Report of the Finance Committee

1. Minutes of the May 5, 2020 Finance Committee Meeting
2. Met September 30. The items on the agenda will be addressed under New Business.

D. Report of the Building and Grounds Committee

None.

E. Report of the Grayslake Library Foundation

None.

VIII. UNFINISHED BUSINESS

A. Update on How to Best Serve Patrons through the COVID-19 Crisis

1. Curbside, Grab & Go, and Virtual Offerings Update

B. ***Approval of Appendix A: Chart of Circulation Rules, Fines, Fees and Reimbursement Rates

Motion to approve Appendix A: Chart of Circulation Rules, Fines, Fees and Reimbursement Rates

Motion --Rezek

Second -- Tonkery

Roll call, all voting AYE, motion carried

IX. NEW BUSINESS

A. ***Adoption of Ordinance 2020-5: Annual Levy

Motion to adopt Ordinance 2020-5: Annual Levy

Motion -- Landy

Second --Tonkery

Roll call, all voting AYE, motion carried

B. Discussion of Finance Committee's Recommendations for Implementation of Projects

1. Memo: Finance Committee's Recommendations

C. ***Approval of StudioGC Parking Lot Project Manager Proposal and Rider

1. StudioGC Parking Lot Project Manager Proposal
2. Rider to Architect Services for Project

Motion to approve StudioGC Parking Lot Project Manager Proposal and Rider

Motion -- Landy

Second -- Grimm

Roll call, all voting AYE, motion carried

D. ***Approval of Engagement Letter for Meristem Advisors LLC

1. Summary of Presentation: Planning and Implementing a Capital Improvement Project
2. Meristem Advisors LLC Engagement Letter

Motion to approve the Engagement Letter for Meristem Advisors LLC

Motion --Rezek

Second -- Landy

Roll call, all voting AYE, motion carried

E. ***Ratify Unanimous Straw Poll to Include Sundays in Modified COVID-19 Hours Starting Oct. 11 and Wait on Study Rooms until Phase 5 Due to Lack of Ventilation in Enclosed Space

Motion to ratify the unanimous straw poll to include Sundays in the Modified COVID-19 hours starting October 11, 2020, and wait on opening Study Rooms until Phase 5 due to lack of ventilation in the enclosed space

Motion --Starzek

Second -- Landy

Roll call, all voting AYE, motion carried

X. ADJOURNMENT

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

Motion to adjourn

Motion -- Landy

Second -- Rezek

Roll call, all voting AYE, motion carried

Meeting adjourned at 7:27 pm.

Approved: _____
Wendy Petera, President

Attest: _____
Lisa Tonkery, Secretary