



**100 LIBRARY LANE
GRAYSLAKE, IL 60030
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grayslake.info**

**GRAYSLAKE AREA PUBLIC LIBRARY DISTRICT
REGULAR MEETING
November 10, 2020
7:00 PM
MINUTES**

I. CALL TO ORDER

The meeting was called to order at 7:02 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, Treasurer Kathi Starzec, Trustees Fredrick Barnett, Nicholas Grimm, and Rachael Rezek. Also present were Automated Systems Manager Sean Draegert, Adult Services Manager Carlen DeThorne, Youth Services Manager Cassie Carbaugh, Circulation Manager Ginnie Vehlow, Maintenance Manager Marshall Hooven, Tech Services Manager Jan Davis, Library Director Sara Brown, and James Lang, Brian Ondyak, and Mark J. Seikel from Performance Services.

III. ADDITIONS TO THE AGENDA

ADDITIONAL ACCOUNT PAYABLE CHECKS REQUESTING YOUR APPROVAL AND SIGNATURE:					
Ck#	Vendor Name:	Account#	Amount:		
44730	CCS	5649	\$29,925.00		
		TOTAL:	\$29,925.00		
Please Note:					
These entries will be added to our November warrant needing approval at our November 10, 2020 Board Meeting.					

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 October 13, 2020
- B. Correspondence and communications**
- C. Report of the Librarian**
 - 1. Written Report
 - 2. Statistical Reports – October 2020

- a) Public Services
 - 1. [Transparency Dashboard](#)
- b) Technical Services
- D. **Department Head Reports**
- E. **Staff Reports**

Motion to approve consent agenda items

Motion -- Landy
Second -- Barnett
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 October 2020
- 2. Financial Statements and Supplements October 2020

B. * Approval of Paying of the Bills**

- 1. Check Detail Report October 2020
- 2. CPA Cover Sheet October 2020

Motion to approve paying of the bills

Motion -- Rezek
Second -- Starzec
Roll call, all present voting AYE, motion carried

VII. OTHER REPORTS

A. Report of the Friends of the Library Representative

B. Report of the Policy Committee

- 1. Minutes for Policy Committee Meeting July 29, 2020

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 through the COVID-19 Crisis

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

B. * Move to Award to Performance Services a Guaranteed Energy Savings Contract Subject to Board Approval at a Later Date of the Form of the Contract**

Motion to Award to Performance Services a Guaranteed Energy Savings Contract Subject to Board Approval at a Later Date of the Form of the Contract

Motion – Barnett
Second – Landy
Roll call, all present voting AYE, motion carried

C. *Move to Confirm the Completion of the Per Capita Grant Trustee Requirements: Serving our Public 4.0**

Motion to Confirm the Completion of the Per Capita Grant Trustee Requirements: Serving our Public 4.0

Motion – Landy
Second – Grimm
Roll call, all present voting AYE, motion carried

D. *Approval of Policies 303 and 305 as Reviewed by the Policy Committee**

1. Policies 303 and 305

Motion to Approve Policies 303 and 305 as Reviewed by the Policy Committee

Motion – Rezek

Second -- Landy

Roll call, all present voting AYE, motion carried

IX. NEW BUSINESS

A. *Approval of Policy Sections 400s and 500s Revised and Reviewed by Library Attorney for Legal Updates and Reviewed by the Policy Committee**

1. Section 400s
2. Section 500s

Motion to Approve Policy Sections 400s and 500s as Revised and Reviewed by Library Attorney for Legal Updates and as Reviewed by the Policy Committee

Motion – Rezek

Second – Landy

Roll call, all present voting AYE, motion carried

X. ADJOURNMENT

Motion to adjourn

Motion – Landy

Second – Rezek

Roll call, all present voting AYE, motion carried

Meeting adjourned at 7:34 pm.

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

Approved: _____
Wendy Petera, President

Attest: _____
Lisa Tonkery, Secretary