



100 LIBRARY LANE  
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## PUBLIC NOTICE

The Board of Trustees of the Grayslake Area Public Library District will hold its regular meeting on Tuesday, December 8, 2020 at 7:00 PM electronically per the Illinois Governor's Executive Order regarding COVID-19. Live stream of the meeting is available through Zoom:

Zoom link @ <https://us02web.zoom.us/j/89123203261?pwd=WnFzOGF4aWttZm1yVHZ4eU1FTHd2Zz09>

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/s/ Sara Brown, Library Director

Dated: 4 December 2020

**GRAYSLAKE AREA PUBLIC LIBRARY DISTRICT  
REGULAR MEETING  
DECEMBER 8, 2020  
7:00 PM  
AGENDA**

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **ADDITIONS TO THE AGENDA**
- 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 November 10, 2020
  - B. **Correspondence and communications**
  - C. **Report of the Librarian**
    - 1. Written Report
    - 2. Statistical Reports – November 2020
      - a) Public Services
        - 1. [Transparency Dashboard](#)
      - b) Technical Services
  - D. **Department Head Reports**
- VI. **Treasurer's Report and Paying of the Bills**
  - A. **Treasurer's Report**
    - 1. Executive Budget Summary November 2020
    - 2. Financial Statements and Supplements November 2020
  - B. **\*\*\* Approval of Paying of the Bills**
    - 1. Check Detail Report November 2020
    - 2. CPA Cover Sheet November 2020

**VII. OTHER REPORTS**

- A. Report of the Friends of the Library Representative**
- B. Report of the Policy Committee**
- C. Report of the Finance Committee**
  - 1. Minutes for Finance Committee Meeting Sept. 30, 2020
- D. Report of the Building and Grounds Committee**
- E. Report of the Grayslake Library Foundation**

**VIII. UNFINISHED BUSINESS**

- A. \*\*\*Approval of StudioGC's Architectural Services Proposal - Schematic Design: Addition & Remodeling**
  - 1. Architectural Services Proposal - Schematic Design: Addition & Remodeling
  - 2. Schematic Design Schedule
  - 3. Estimate of Probable Cost
- B. \*\*\*Approval of StudioGC' Owner's Representative Service Proposal for Performance Services Contract Implementation**
- C. \*\*\* Approval of Performance Services Guaranteed Energy Savings Agreement, Contract, and Rider**
  - 1. Performance Guarantee Agreement
  - 2. Installation Contract
  - 3. Rider to Installation Contract
- D. \*\*\*Approval of Parking Lot Project Postponement Until Next FY During Final Stage of Guaranteed Energy Savings Project Due to Heavy Equipment Per StudioGC Consult**
- E. \*\*\*Approval of Financial Plan for the Proposed Major Project by Meristem Advisors LLC**
  - 1. Presentation of Financial Plan for the Proposed Major Project
- F. \*\*\*Approval of Major Projects Priority List from FY 20-21 through FY 24-25**
  - 1. Major Projects Priority List from FY 20-21 through FY 24-25
  - 2. Professional Admin Comparison - District Libraries
- G. \*\*\*Approval of the FY 21-22 Per Capita Grant Application and FY 19-20 Expenditures**
  - 1. FY 21-22 Per Capita Grant Application
  - 2. FY 19-20 Expenditures
- H. Update on How to Best Serve Patrons through the COVID-19 Crisis**
  - 1. Curbside and Virtual Offerings Update

**IX. NEW BUSINESS**

- A. \*\*\*Move to Receive FY 19-20 Annual Audit**
  - 1. FY 19-20 Audit
  - 2. FY 19-20 Auditor's Communication to the Board of Trustees and Management
- B. \*\*\*Approve New Year, New You, New Job Initiative from January - March, 2021**
  - 1. Memo
- C. Discussion of Grayslake Area Public Library District's Employee Engagement Survey: Executive Summary October 2020 Conducted by HR Source**

**X. ADJOURNMENT**

\*\*\* Denotes items requiring a motion