

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

**I. CALL TO ORDER**

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, Maintenance Manager Marshall Hooven, Library Director Sara Brown, Jamie Rachlan from Meristem Advisors LLC, James Lang, Brian Ondyak, and Mark J. Seikel from Performance Services, Darren Schretter from StudioGC, and Library Attorney Mark Ritzman.

**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).

**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**

**Motion to approve consent agenda items**

Motion -- Barnett

Second -- Landy

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 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

**Motion to approve paying of the bills**

Motion -- Rezek

Second -- Grimm

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**
- 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

**Motion to approve StudioGC's Architectural Services Proposal - Schematic Design: Addition & Remodeling**

Motion -- Landy  
Second -- Tonkery  
Roll call, all present voting AYE, motion carried

B. **\*\*\*Approval of StudioGC' Owner's Representative Service Proposal for Performance Services Contract Implementation**

**Motion to approve StudioGC's Owner's Representative Service Proposal for Performance Service Contract Implementation**

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

C. **\*\*\* Approval of Performance Services Guaranteed Energy Savings Agreement, Contract, and Rider**

- 1. Performance Guarantee Agreement
- 2. Installation Contract
- 3. Rider to Installation Contract

**Motion to Approve Performance Services Guaranteed Energy Savings Agreement, Contract, and Rider**

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

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**

**Motion to Approve Parking Lot Project Postponement Until Next FY During Final Stage of Guaranteed Energy Savings Project Due to Heavy Equipment per StudioGC Consult**

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

E. **\*\*\*Approval of Financial Plan for the Proposed Major Project by Meristem Advisors LLC**

- 1. Presentation of Financial Plan for the Proposed Major Project

**Motion to Approve Financial Plan for the Proposed Major Project by Meristem Advisors LLC**

Motion -- Tonkery  
Second -- Landy  
Roll call, all present voting AYE, motion carried

**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

**Motion to Approve Major Projects Priority List from FY 20-21 through FY 24-25**

Motion -- Landy

Second -- Barnett

Roll call, all present voting AYE, motion carried

**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

**Motion to Approve the FY 21-22 Per Capita Grant Application and FY 19-20 Expenditures**

Motion -- Rezek

Second -- Barnett

Roll call, all present voting AYE, motion carried

**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

**Motion to Receive FY 19-20 Annual Audit**

Motion -- Landy

Second -- Rezek

Roll call, all present voting AYE, motion carried

**B. \*\*\*Approve New Year, New You, New Job Initiative from January - March, 2021**

1. Memo

**Motion to Approve New Year, New You, New Job Initiative from January - March, 2021**

Motion -- Rezek

Second -- Tonkery

Roll call, all present voting AYE, motion carried

**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

**Motion to Adjourn**

Motion -- Landy

Second -- Rezek

Roll call, all present voting AYE, motion carried

Approved: \_\_\_\_\_  
Wendy Petera, President

Attest: \_\_\_\_\_  
Lisa Tonkery, Secretary