



100 LIBRARY LANE
GRAYSLAKE, IL 60030

847.223.5313
grayslake.info

**GRAYSLAKE AREA PUBLIC LIBRARY DISTRICT
REGULAR MEETING
FEBRUARY 9, 2021
7:00 PM
MINUTES**

I. CALL TO ORDER

The meeting was called to order at 7:03 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(arrived at 7:30pm), 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, Circulation Manager Ginnie Vehlow, Tech Services Manager Jan Davis, PR, Adult Programming, and Outreach Coordinator Jill Alfrejd, Youth Outreach Specialist Courtney Doninger, Librarian Danette Zingsheim, and Youth team member Christy Stroud. Office Manager Cherie Neave, and Library Director Sara Brown.

III. ADDITIONS TO THE AGENDA

None. (The Board decided to move the Virtual Tour of the Library to after the paying of the bills.)

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 January 12, 2021

B. Correspondence and communications

1. Board President's Letter to LCDPH Requesting Library Workers' Eligibility for COVID-19 Vaccine during Phase 1b or 1c

C. Report of the Librarian

1. Written Report
2. Statistical Reports – January 2021
 - a) Public Services
 1. [Transparency Dashboard](#)
 - b) Technical Services

D. Department Head Reports

Motion to approve consent agenda items

Motion -- Rezek

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 January 2021
2. Financial Statements and Supplements January 2021

B. * Approval of Paying of the Bills**

1. Check Detail Report January 2021

2. CPA Cover Sheet January 2021

Motion to approve paying of the bills

Motion -- Barnett

Second -- Grimm

Roll call, all present voting AYE, motion carried

VII. OTHER REPORTS

A. Report of the Friends of the Library Representative

None.

B. Report of the Policy Committee

None.

C. Report of the Finance Committee

1. Minutes for Finance Committee Meeting Dec. 16, 2020

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 and Virtual Offerings Update
2. eBlast - Grab & Go Is Back Feb. 7, 2021

B. Discussion of Min. Wage Project: Re-Org

1. Recommendations Memo 01-11-21 by Standerfer Consulting
2. Memo by Library Director
3. GAPLD Org Chart v2 Draft
4. GAPLD Sample Common Job Duties & Model Desk Services
5. Unique Job Titles for Salary Compensation Quote

C. *Approval of HR Source's Revised Library Director Job Description**

1. Library Director Job Description by HR Source
2. Deputy Director Job Description by HR Source
3. Prior Library Director Job Descriptions

Motion to approve HR Source's Revised Library Director Job Description

Motion --Landy

Second -- Rezek

Roll call, all present voting AYE, motion carried

D. *(Post executive session) Approval of Library Director's Performance Evaluation**

Motion to approve Library Director's Performance Evaluation

Motion --

Second --

Roll call, all present voting AYE, motion carried

IX. NEW BUSINESS

A. Presentation: FY 20-21 Virtual Tour of the Library by Leadership and the Communications Team

B. *Approval of Unblocking Town Bank, N.A., to Ensure Normal Allocation for the Maxsafe Account Program**

Motion to Approve Unblocking Town Bank, N.A., to Ensure Normal Allocation for the Maxsafe Account Program

Motion -- Landy

Second -- Rezek

Roll call, all present voting AYE, motion carried

X. EXECUTIVE SESSION

A. To discuss the Library Director's Performance Evaluation

1. Executive Session Procedures
2. Executive Session Motion

Motion to go into Executive Session to discuss the Library Director's Performance Evaluation

Motion -- Landy

Second -- Barnett
Roll call, all present voting AYE, motion carried

The Board of Trustees went into executive session at 8:30 p.m.

Returned to regular session at 10:18 p.m..

XI. ROLL CALL

Present were President Wendy Petera, Vice President Scott Landy(arrived at 7:30pm), Secretary Lisa Tonkery, Treasurer Kathi Starzec, Trustees Fredrick Barnett, Nicholas Grimm, and Rachael Rezek. Library Director Sara Brown was also present.

XII. ADJOURNMENT

Motion to adjourn

Motion --Barnett

Second -- Landy

Roll call, all present voting AYE, motion carried

The meeting adjourned at 10:21 p.m.

*** Denotes items requiring a motion

Approved: _____
Wendy Petera, President

Attest: _____
Lisa Tonkery, Secretary