



100 LIBRARY LANE
GRAYSLAKE, IL 60030
847.223.5313
grayslake.info

PUBLIC NOTICE

The Board of Trustees of the Grayslake Area Public Library District will hold its regular meeting on Tuesday, June 8, 2021 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/84966765497?pwd=RzRMeXJOL2xubkpoNWQ0LzBvaEY4QT09>

/s/ Sara Brown, Library Director

Dated: 3 June, 2021

**GRAYSLAKE AREA PUBLIC LIBRARY DISTRICT
REGULAR MEETING
JUNE 8, 2021
7:00 PM
AGENDA**

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **SWEARING IN OF NEW TRUSTEES**
- IV. **PRESENTATION AND ANNOUNCEMENTS**
- V. *****ELECTION OF OFFICERS (LIMIT OF TWO CONSECUTIVE TERMS)**
- VI. **APPOINTMENT OF COMMITTEES AND REPRESENTATIVES (NO TERM LIMITS)**
- VII. **ADDITIONS TO THE AGENDA**
- VIII. **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).
- IX. ***** CONSENT AGENDA ITEMS**
 - A. **MINUTES OF PREVIOUS MEETINGS**
 - 1. Special Meeting May 5, 2021
 - 2. Regular Meeting May 11, 2021
 - B. **Correspondence and Communications**
 - 1. FY 21-22 LEGAL SERVICES LETTER FROM PEREGRINE, STIME, NEWMAN, RITZMAN & BRUCKNER, LTD
 - C. **Report of the Librarian**
 - 1. Written Report
 - 2. Statistical Reports – May 2021
 - a) Public Services
 - 1. [Transparency Dashboard](#)
 - b) Technical Services
 - D. **Department Head Reports**
 - E. **Staff Reports**



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X. Treasurer's Report and Paying of the Bills

A. Treasurer's Report

1. Executive Budget Summary May 2021
2. Financial Statements and Supplements May 2021

B. * Approval of Paying of the Bills**

1. Check Detail Report May 2021
2. CPA Cover Sheet May 2021

XI. OTHER REPORTS

A. Report of the Friends of the Library Representative

B. Report of the Policy Committee

1. Minutes of October 28, 2020 Policy Committee Meeting
2. Policy Committee Review Schedule

C. Report of the Finance Committee

1. Minutes of March 24, 2021 Finance Committee Meeting

D. Report of the Building and Grounds Committee

E. Report of the Grayslake Library Foundation

XII. 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 FY 21-22 Working Budget**

1. FY 21-22 Working Budget
2. Materials Feedback

C. *Approval of Four (4) half-day Staff Institute Days Instead of Two (2) Full Days in FY 2021-2022 for Customer Service and Continuous Training**

1. Memo: Closings for Staff Institute Days FY 21-22
2. Staff Meetings and Staff Institute Days FY 21-22

D. *Approval of Lowest Responsible Bid for Parking Lot Refurbishment, Evans & Son Blacktop, Inc.**

1. StudioGC's Letter of Recommendation
2. Bid Tabulation

XIII. NEW BUSINESS

A. Appointment of Two Trustees to Audit the FY 20-21 Minutes

B. *Approval of Ordinance 2021-2: Transferring Funds to the Special Reserve Fund**

1. Ordinance 2021-2
2. 105.1 Fund Balance Policy

C. *Approval of Policy 302 Nonresident Nontaxpayer Library Cards**

D. *Approval of Appendix A: Chart of Circulation Rules, Fines, Fees and Reimbursement Rates FY 21-22**

E. *Approval of ATA Group, LLP CPAs and Advisors Engagement Letter**

1. Engagement Letter
2. Merger Letter

F. Discussion of Continued Video Recording Versus Voice Recording When the Board Returns to In-Person Meetings

XIV. ADJOURNMENT

*** Denotes items requiring a motion