



100 LIBRARY LANE
GRAYSLAKE, IL 60030

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grayslake.info

GRAYSLAKE AREA PUBLIC LIBRARY DISTRICT
REGULAR MEETING
DECEMBER 14, 2021
7:00 PM
MINUTES

I. CALL TO ORDER

The meeting was called to order at 7:08 p.m.

II. ROLL CALL

Present were President Scott Landy, Vice President Rachael Rezek, Trustees Nicholas Grimm and Kris Hartman. Absent were Treasurer Kathleen Starzec, Secretary Lisa Tonkery and Trustee Matt Zidron. Also present were Automation Systems Manager Sean Draeger (virtual), Carlen DeThorne, and Interim Director Jan Davis. Dan Berg from Sikich was present. Jamie Rachlin attended the meeting virtually.

III. ADDITIONS TO THE AGENDA

None.

IV. PUBLIC COMMENTS

None.

V. *CONSENT AGENDA ITEMS**

- A. Minutes of Previous Meetings
 - 1. Regular Meeting November 9, 2021
 - 2. Executive Session November 9, 2021
- B. Correspondence and Communications
- C. Report of the Librarian
 - 1. Interim Director's Report
 - 2. Statistical Reports - November 2021
 - a. Public Services
 - 1.) Transparency Dashboard
 - b. Resource Services
- D. Department Head Reports
- E. Staff Reports

Motion to approve the Consent Agenda

Motion -- Hartman

Second -- Grimm

Voice Vote, all present voting AYE, motion carried

VI. TREASURER'S REPORT AND PAYING OF THE BILLS

- A. Treasurer's Report
 - 1. Executive Budget Summary November 2021
 - 2. Financial Statements and Supplements November 2021
- B. ***Approval of Paying of the Bills
 - 1. Check Detail Report November 2021
 - 2. CPA Cover Sheet November 2021

Motion to approve the paying of the bills
Motion -- Grimm
Second -- Hartman
Roll Call Vote, all present voting AYE, motion carried

VII. OTHER REPORTS

- A. Report of the Friends of the Library Representative**
No report.
- B. Report of the Policy Committee**
No report.
- C. Report of the Finance Committee**
No report.
- D. Report of the Building and Grounds Committee**
 - 1. Minutes of the October 7, 2021 Building & Grounds Committee Meeting**
Met in early December; will be meeting again in January.
- E. Report of the Grayslake Library Foundation**
Met earlier in December; elected officers; The first Facebook Fundraiser raised between \$600-\$700.

VIII. UNFINISHED BUSINESS

- A. ***Approval of Employee Vaccine Direction**

Motion to Approve OR Table Employee Vaccine Direction
Tabled
- B. ***Approval of Reviewed By-Laws “As Is” or Continue Committee of a Whole Discussion from Policy Committee Meeting**
 - 1. September 2021 RAILS - Fast Facts Survey on Board Committees**
 - 2. MEMO: Committee of a Whole Discussion from Policy Committee on October 20, 2021**
 - 3. Reviewed By-Laws**
Motion to Table Reviewed By-Laws OR Continue Committee of a Whole Discussion
Tabled
- C. ***Approval of Intergovernmental Agreement for Joint Purchasing of Library Programming, Events, and Services**
 - 1. IL Intergovernmental Agreement**
 - 2. IGA Review and Approval by Attorney**
Motion to Approve Intergovernmental Agreement for Joint Purchasing of Library Programming, Events and Services
Motion -- Hartman
Second -- Rezek
Roll Call Vote, all present voting AYE, motion carried
- D. Master Space Plan Discussion with Building & Grounds Committee**
 - 1. Meristem Financial Projections**
 - 2. GAPLD Graphic Plans**

IX. NEW BUSINESS

- A. ***Approval of the Audit for Fiscal Year 2020-2021**
 - 1. Annual Financial Report 2020-2021 Audit**
 - 2. Management Representation Letter**
 - 3. Notice of Availability of Audit Report**

Motion to Approve the Audit for Fiscal Year 2020-2021

Motion -- Hartman

Second -- Grimm

Roll Call Vote, all voting AYE, motion carried

B. *Approval of Heil & Heil Insurance Proposal**

- 1. Grayslake Proposal 2021-2022**
- 2. Grayslake Proposal from CNA**
- 3. Grayslake Rev Proposal**

Motion to Approve Heil & Heil Insurance Proposal

Motion -- Rezek

Second -- Hartman

Roll Call Vote, all present voting AYE, motion carried

C. *Approval of Illinois Public Library Per Capita Grant Application**

- 1. Grant Application**
- 2. Per Capita Grant Expenditures 2020**

Motion to Approve Illinois Public Library Per Capita Grant Application

Motion -- Hartman (with friendly amendment to add comprehensive Trustee training for new Trustees [standard 5] and require continuing education for all Trustees [standard 6])

Second -- Grimm (accepted friendly amendment)

Roll Call Vote, all present voting AYE, motion carried

D. *Ratification of Acceptance of Library Director's Resignation**

Motion to Ratify the Acceptance of Library Director's Resignation

Motion -- Hartman

Second -- Rezek

Roll Call Vote, all present voting AYE, motion carried

E. *Enter Executive Session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body under section 2(c)(1) of the Open Meetings Act**

Motion to Enter Executive Session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body under section 2(c)(1) of the Open Meetings Act

Motion -- Rezek

Second -- Hartman

Roll Call Vote, all present voting AYE, motion carried

Left Regular (Open) Meeting at 8:30 p.m. for Executive Session.

Return to Open Meeting at 9:08 p.m.

F. Library Director Search Update

- 1. [Executive Director Search](#)**

G. Review and Discussion of Library Director Job Descriptions

- 1. 2018 Director Job Description**
- 2. 2021 Director Job Description**

X. Adjournment

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

Motion to adjourn the meeting

Motion -- Hartman

Meeting adjourned at 9:09 p.m.

Approved: _____
Scott Landy, President

Attest: _____
Rachael Rezek, Secretary pro tem