



100 LIBRARY LANE  
GRAYSLAKE, IL 60030  
847.223.5313  
grayslake.info

**REGULAR BOARD MEETING  
APRIL 12, 2022  
MINUTES**

**I. CALL TO ORDER**

Meeting was called to order at 7:03 p.m.

**II. ROLL CALL**

Present were President Scott Landy, Vice President Rachael Rezek, Treasurer Kathleen Starzec, Secretary Nick Grimm, and Trustees Kris Hartman, Alpna Sahu, and Matt Zidron. Also present were Automation Systems Manager Sean Draegert (virtual) and Interim Director Jan Davis. A member of the community, Libby Houdek, was also present.

**III. ADDITIONS TO THE AGENDA**

One additional check was added to our April 2022 warrant:  
Check #45798 written to Perma-Seal Basement Systems, Inc., from account #4142 in the amount of \$2,178.00.

**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).  
None

**V. \*\*\*CONSENT AGENDA ITEMS**

**A. Minutes of Previous Meetings**

1. Regular Meeting March 8, 2022
2. Special Meeting March 24, 2022
3. Executive Session March 24, 2022
4. Special Meeting March 28, 2022
5. Executive Session March 31, 2022

**B. Correspondence and Communications**

**Motion to approve the Consent Agenda Items**

Motion – Hartman

Second – Rezek

Roll Call Vote, All voting AYE, motion carried

**VI. Treasurer's Report and Paying of the Bills**

**A. Treasurer's Report**

1. Executive Budget Summary March 2022
2. Financial Statements March 2022

**B. \*\*\* Approval of Paying of the Bills**

1. Check Detail Report March 2022
2. CPA Cover Sheet March 2022

**Motion to approve the Paying of the Bills**

Motion – Rezek

Second – Zidron

Roll Call Vote, All voting AYE, motion carried

**VII. OTHER REPORTS**

**A. Report of the Friends of the Library Representative**

The Friends held their Annual Meeting on February 16th. The policies were revised/updated.

**B. Report of the Policy Committee**

Did not meet.

**C. Report of the Finance Committee**

1. Minutes of the Finance Committee from May 26, 2021

**D. Report of the Building and Grounds Committee**

Did not meet.

**E. Report of the Grayslake Library Foundation Representative**

Currently have over \$25,000. Foundation members will be creating tiered donor gifts in The Hub. They plan to sponsor an Ice Cream Day this summer.

**F. Report of the Trustee Development Committee**

The TDC will be meeting June 2nd.

**G. Report of the Interim Director**

1. Interim Director's Report

a. COVID-19 Community Level vs. Community Transmission Level

b. Written Report

2. Statistical Reports – March 2022

a) Public Services

1. [Transparency Dashboard](#)

b) Resource Services

**C. Department Heads Reports**

Trustees appreciate the candid Department Head Reports that inform them of what is happening, what is working well, and what isn't. They discussed some possible scenarios that would make The Hub more easily accessible to patrons.

**VIII. UNFINISHED BUSINESS**

**A. Director Search Update**

1. Director Search Update - John Keister

2. \*\*\*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

The Board did not enter into Executive Session.

Trustees will complete the form from Keister informing him of dates they are available for interviewing candidates.

**B. Update on how to best serve patrons through the COVID-19 Crisis**

1. See Department Heads Reports for Curbside, Crafts-to-Go, Programming, Outreach, and More Updates

**C. Master Space Plan Direction and Timing**



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**IX. NEW BUSINESS**

**A. Statistics for FY2022-2023**

As we prepare for the upcoming FY22-23, our managers would like to know what statistical reports are required, and especially what other statistics would you like to see. The Board would like statistics for a rolling twelve month period (for example April 2020, April 2021, and April 2022) instead of fiscal year (although needed for IPLAR), year to year comparisons of programs and attendance by age groups, checkouts, ILL statistics (lending and borrowing), and items added. They would also enjoy narratives on the Library of Things (what gets checked out a lot), “successful” programs, not because of great attendance, but because of what patrons took away from them, i.e. the anecdotal parts of cultural programs, what staff consider “wins” - feedback from patrons, overheard comments (Mommy, guess what I made at the library today, etc.), patron takeaways. Basically seeking narratives on the few programs that really stand out for various reasons.

**B. Audit Proposal**

We had a five year contract with Knutte for annual audits. When Knutte was taken over by Sikich in 2020, Knutte’s contract with us was honored. However, that contract has come to an end and the costs, if we choose the offered contract, would increase each year to get us caught up with the current rates. Jan will research audit firms and seek proposals from two or three firms.

**C. Government Crime Policy**

This would cover not only officers and directors, but also employees (when justified). The consensus was positive. This will be added to the May Board Agenda as an item requiring a vote.

**X. ADJOURNMENT**

\*\*\* Denotes items requiring a motion

**Motion to adjourn – Zidron**

The meeting was adjourned at 7:58 p.m.

Approved: \_\_\_\_\_  
Scott Landy, President

Attest: \_\_\_\_\_  
Nick Grimm, Secretary