



100 LIBRARY LANE
 GRAYSLAKE, IL 60030
 847.223.5313
 grayslake.info

REGULAR BOARD MEETING
July 12, 2022
MINUTES

I. CALL TO ORDER

The meeting was called to order at 7:05 p.m.

II. ROLL CALL

Present were President Scott Landy, Vice President Rachael Rezek, Secretary Nick Grimm, and Trustees Matt Zidron, Alpna Sahu, and Kris Hartman. Treasurer Kathleen Starzec was absent. Also present were Automation Systems Administrator Sean Draegert (virtually), Deputy Director Jan Davis, and Executive Director Tim Longo.

III. ADDITIONS TO THE AGENDA

- A. Welcome New Director
- B. Presentation - moved to New Business
- C. Additional Checks for July Warrant

Ck#	Vendor Name:	Account#	Amount:
46056	Morningstar, Inc.	4410	\$ 1,376.00
46057	PressReader, Inc.	4410	\$ 5,178.00
46058	Niche Academy	4410	\$ 1,800.00
46059	Ebsco	4410	\$ 1,596.00
46060	NewsBank	4410	\$ 27,842.00
46061	Pulse Technology	4173	\$ 185.00
46062	Rails	4415	\$ 7,543.58
46063	Judith K. Bock	4501	\$ 150.00
46064	Valerie Gugala	4501	\$ 200.00
46065	News-Sun	4421	\$ 352.56
46066	Rails - Ebsco Package B	4410	\$ 10,261.00
46067	American Library Association	4072	\$ 228.00
46068	U. S. POSTMASTER	6000	\$ 275.00
TOTAL:			\$ 56,987.14

Please Note:

We have thirteen additional checks being added to our July 2022 warrant needing approval at tonight's board meeting.

An additional check, #46069 to Gregory Alexander in the amount of \$200 from fund 4503 was added to the July Warrant. This increases the checks for the July Warrant to \$57,187.14.

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 Board Meeting June 14, 2022
 2. Special Board Meeting June 27, 2022
- B. Correspondence and Communications
 - Motion to approve Consent Agenda Items

Motion – Hartman
Second – Zidron
Roll Call vote, all present voting AYE, motion carried

VI. Treasurer's Report and Paying of the Bills

A. Treasurer's Report

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

There was a brief discussion comparing the wages on the CPA Cover Sheet to the 4001 Salary line item. Jan and Tim will research and report back to the Board. (The CPA Cover Sheet has historically contained information about the Net Wages, Payroll Processing Costs, and Payroll Taxes.)

B. * Approval of Paying of the Bills**

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

Motion to approve Paying of the Bills

Motion – Rezek

Second – Hartman

Roll Call vote, all present voting AYE, motion carried

VII. OTHER REPORTS

A. Report of the Friends of the Library Representative

The Friends did not meet.

B. Report of the Policy Committee

The Policy Committee met on June 21st. Members will review the suggested changes, and will discuss at the next meeting.

C. Report of the Finance Committee

The Finance Committee also met on June 21st to review the proposed working budget.

D. Report of the Building and Grounds Committee

The Building & Grounds Committee did not meet.

E. Report of the Grayslake Library Foundation Representative

The next meeting is Monday, July 18th. Members are currently experimenting in the HUB as they prepare to make the donor gifts. They will be selling refreshments at the Community Resource Fair as a fundraiser.

F. Report of the Trustee Development Committee

The Trustee Development Committee will be meeting this month.

G. Report of the Interim Director

1. Interim Director's Report
 - a. Written Report
2. Statistical Reports – June 2022
 - a) Public Services
 1. [Transparency Dashboard](#)
 - b) Resource Services

H. Department Heads Reports

VIII. UNFINISHED BUSINESS

A. *Approval of Lauterbach & Amen Audit Firm's Proposal**

1. Sikich
2. GW & Associates



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3. Lauterbach & Amen

4. Audit Firm Comparisons

Motion to approve Lauterbach & Amen Audit Firm's Proposal

Motion – Hartman

Second – Rezek

Roll Call vote, all present voting AYE, motion carried

B. *Library-Provided Cell Phone (Use and Care) Policy**

1. Policy 543A

Motion to approve the Policy 543A - Library-Provided Cell Phone Policy

Motion – Zidron

Second – Sahu

Motion to table Policy 543A vote

Motion – Hartman

Second – Rezek

All present voting AYE, motion carried

IX. NEW BUSINESS

A. Appointment of Two Trustees to Audit the Minutes

President Scott Landy appointed Hartman & Sahu to audit FY 2021-22 Board Meeting Minutes.

B. *Adoption of .02% Building and Sites Levy Ordinance 2022-2**

Motion to adopt the .02% Building and Sites Levy Ordinance 2022-2

Motion – Zidron

Second – Rezek

Roll Call vote, all present voting AYE, motion carried

X. ADJOURNMENT

*** Denotes items requiring a motion

Motion to adjourn – Rezek

The meeting adjourned at 8:08 p.m.

Approved: _____
Scott Landy, President

Attest: _____
Nick Grimm, Secretary