



100 LIBRARY LANE  
GRAYSLAKE, IL 60030  
847.223.5313  
grayslake.info

**REGULAR MEETING  
DECEMBER 13, 2022  
7:00 PM  
MINUTES**

**I. CALL TO ORDER**

The meeting was called to order at 7:01 P.M.

**II. ROLL CALL**

Present were President Rachael Rezek, Vice President Kris Hartman, Treasurer Kathleen Starzec (virtual)\*, Secretary Nick Grimm, and Trustees Alpana Sahu and Matt Zidron. Trustee Danielle Rogers was absent. Also present were Systems Administrator Sean Draegert, Deputy Director Jan Davis, and Executive Director Tim Longo. Brad Porter from Lauterbach & Amen, LLP was also present.

**III. ADDITIONS TO THE AGENDA**

None

**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 or in person.)

None

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

**A. Minutes of Previous Meetings**

1. Regular Meeting November 8, 2022

**B. Correspondence and Communications**

**Motion to approve Consent Agenda Items**

**Motion – Zidron**

**Second – Hartman**

**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 November 2022
2. Financial Statements and Supplements November 2022

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

1. Check Detail Report November 2022
2. CPA Cover Sheet November 2022
3. Payroll Master Reports November 2022

**Motion to approve Paying of the Bills**

**Motion – Hartman**

**Second – Sahu**

**Roll Call Vote, All present voting AYE, motion carried\***

**VII. OTHER REPORTS**

- A. Report of the Friends of the Library Representative**  
The Friends elected officers at their last meeting; still without a president. They raised over \$1,000 in fall booksales.
- B. Report of the Policy Committee**  
Did not meet.
- C. Report of the Finance Committee**  
Did not meet; will schedule a meeting in January.
- D. Report of the Building and Grounds Committee**  
Did not meet; will be meeting in the next couple of months.
- E. Report of the Grayslake Library Foundation Representative**  
Met in November, after the regular board meeting; will be meeting again on January 16th; producing new brochures; raised @\$700 on Facebook on Giving Tuesday; finalizing plans for a fundraiser during the Art Fair.
- F. Report of the Representative of the Village of Grayslake**  
The special economic commission will start meeting in January.
- G. Report of the Trustee Development Committee**  
Did not meet.
- H. Report of the Executive Director**
  - 1. Written Report
  - 2. Statistical Reports – November 2022
    - a) Public Services
      - 1. [Transparency Dashboard](#)
    - b) Resource Services
      - 1. Resource Services Statistics
- I. Department Heads Reports**  
Trustee Hartman stated that the Department Head, Staff and Executive Director's reports were the highlight of the board packet.
- J. Staff Reports**
- K. Trustee Reports**  
Trustees would like to begin Trustee training using RAILS ShortTakes during Board Meetings when the agenda is lighter.

**VIII. UNFINISHED BUSINESS**

- A. \*\*\*Approval of Revised 500 Policies**
  - 1. Policies 504 and 512 2022 12 13
  - 2. Policies 504 and 512 2022 12 13 Clean Copy
  - 3. GAPLD Organizational Chart

**Motion to take the Approval of Revised 500 Policies off the table**  
**Motion – Hartman**  
**Second – Zidron**



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**Motion to approve Revised 500 Policies**  
**Motion – Hartman**  
**Second – Zidron**  
**Roll Call Vote, All present voting AYE, motion carried\***

**B. Continued Discussion of Staff Appreciation Future Plans**  
Several ideas were discussed, and a couple of times of the year were chosen.

**IX. NEW BUSINESS**

- A. \*\*\*Approval of the Audit for Fiscal Year 2021-2022**
1. Audit AFR 2022 06 30
  2. Audit Management Letter 2022 06 30
  3. Audit Rep Letter 2022 06 30
  4. Audit SAS 114 2022 06 30
  5. Notice of Availability of Audit Report

Brad Porter discussed the audit process, their appreciation of the library's provision of well organized files and reports for their purposes, the audit firm's unmodified opinion (the highest opinion offered!) on the SAS 114. Brad shared the financial highlights, the Management Letter, Best Practices, upcoming accounting requirements, and the need for the library board to adopt a Capital Assets Policy.

**Motion to approve the Audit for Fiscal Year 2021-2022**  
**Motion – Hartman**  
**Second – Zidron**  
**Roll Call Vote, All present voting AYE, motion carried\***

- B. \*\*\*Approval of Harger Tax Abatement Ordinance 2022-5**
1. Harger Tax Abatement Ordinance 2022-5
  2. Harger Memo

**Motion to approve Harger Tax Abatement Ordinance 2022-5**  
**Motion – Zidron**  
**Second – Grimm**  
**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 2021
  3. Serving Our Public 4.0

**Motion to approve Illinois Public Library Per Capita Grant Application**  
**Motion – Hartman**  
**Second – Grimm**



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**Roll Call Vote, All present voting AYE, motion carried\***

**D. \*\*\*Approval of Policy 548 - VESSA**

**Motion to approve/adopt Policy 548 - VESSA**

**Motion – Zidron**

**Second – Hartman**

**Roll Call Vote, All present voting AYE, motion carried\***

**E. \*\*\*Approval of Long Term Leave Request**

1. **Memo: Long Term Leave Request**

**Motion to approve Long Term Leave Request**

**Motion – Hartman**

**Second – Sahu**

**Roll Call Vote, All present voting AYE, motion carried\***

**F. Discussion of BikeShare Renewal**

Discussion included the need for promotion of the service and for looking at bike locations (Metra stations?).

**X. ADJOURNMENT**

**Motion to adjourn – Hartman**

The meeting adjourned at 8:11 p.m.

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

**Approve: \_\_\_\_\_**  
**Rachael Rezek, President**

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

\*Please note that Treasurer Kathleen Starzec attended the Board meeting via Zoom and voted virtually.