

MINUTES APRIL 13, 2020

REGULAR MEETING NO. 10

The regular public meeting of the Board of the Library Trustees of the Lake Villa Public Library District, Lake County, Illinois, was held virtually via ZOOM due to the stay at home order issued under the Executive Order in response to COVID-19. The meeting was called to order at 6:44 PM on the 13th day of April 2020, by President Gundrum.

Note, due to the virtual meeting format, all votes taken were by a roll call vote.

ROLL CALL: Secretary Rettinger called roll. The following Trustees answered present: Felicia Case Johnson, Pat Gallagher, Tony Gundrum, Doug Nieman, Terry O'Brien, Kathleen Rettinger, and Barb Venturi. Also present: Director Andy Lentine and Administrative Services Manager Julie Binkley.

APPROVAL OF AGENDA: TRUSTEE NIEMAN MOVED TO APPROVE THE AGENDA AS PRESENTED. TRUSTEE GALLAGHER SECONDED THE MOTION. Trustee Neiman recommended a revision to the agenda by removing the presentation that was inadvertently noted on the agenda, which took place at the March board meeting. Director Lentine will make the necessary revision to said agenda. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER AND VENTURI; NAYS-0; ABSENT-0.

PUBLIC COMMENTS: None.

APPROVAL OF MINUTES: TRUSTEE NIEMAN MOVED TO APPROVE THE BOARD MEETING MINUTES OF MARCH 9, 2020. TRUSTEE O'BRIEN SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER AND VENTURI; NAYS-0; ABSENT-0.

TRUSTEE NIEMAN MOVED TO APPROVE THE AUDIT & FINANCE, EXECUTIVE COMMITTEE AND PRESIDENT'S REPORT MEETING MINUTES OF MARCH 9, 2020. TRUSTEE GALLAGHER SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER AND VENTURI; NAYS-0; ABSENT-0.

TRUSTEE O'BRIEN MOVED TO APPROVE THE EXECUTIVE SESSION MEETING MINUTES OF MARCH 16 AND MARCH 17, 2020. TRUSTEE NIEMAN SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER AND VENTURI; NAYS-0; ABSENT-0.

PRESENTATION OF BILLS: April disbursements were presented in the amount of \$163,467.08. March payroll was \$108,155.34.

TREASURER'S REPORT: Account balances as of March 31, 2020 were as follows: First Midwest Bank Account=\$349,958.39; Schwab Investment Account=\$7,121,997.92; Schwab Short Term Account=\$4,035,228.56. Real estate taxes in the amount of \$909.65 and replacement property taxes in the amount of \$469.57 were also received in March.

APPROVAL OF  
BILLS:

TRUSTEE GALLAGHER MOVED TO APPROVE THE BILLS AND TREASURER'S REPORT AS PRESENTED. TRUSTEE NIEMAN SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER AND VENTURI; NAYS-0; ABSENT-0.

TRUSTEE O'BRIEN MOVED TO TRANSFER \$125,000 FROM THE SCHWAB ACCOUNT TO THE FIRST MIDWEST BANK ACCOUNT TO COVER SALARIES FOR MARCH AND DISBURSEMENTS FOR APRIL. TRUSTEE NIEMAN SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER AND VENTURI; NAYS-0; ABSENT-0.

COMMITTEE  
REPORTS:Executive Committee - President's Report – President Gundrum

President Gundrum thanked the board for their efforts in finalizing the employment contract for the new director.

Audit & Finance – Trustee Venturi

Nothing to report.

Building & Grounds -Trustee Gallagher

Nothing to report.

Friends – Trustee Gundrum

President Gundrum reported that the Friends are anxiously looking forward to when they can get together again!

Director's Report

Director Lentine reported on the following:

- Commended staff for the significant efforts being made during the closure due to COVID-19. Director Lentine stated that while we are closed physically, we have made it clear to our patrons that we continue to be open virtually, offering a great number of services, collections, and events. Staff have worked extremely hard to make the adjustment to work from home, while balancing increased family responsibilities and processing the threat of this pandemic. Many staff are communicating and collaborating regularly using email and other online platforms. They continue to maintain library operations, including building maintenance and security, information technology (IT), finances, human resources, and staff learning and development. Most of these efforts required coordination between staff from across the organization. I am very proud of how all of our staff who have responded to such a disruptive change to our organization and broader community. This experience thus far has highlighted the fact that we continue to have an exceptional staff who care deeply about the LVDL community and each other.
- Director Lentine and the newly hired director have been conducting weekly meetings. Director Lentine intends to stay on for a brief overlap period when the new director begins his employment at LVDL in May.
- Reminder to the board – There is an Audit & Finance Committee Meeting scheduled for Monday, April 27, 2020 at 6:30 pm via ZOOM. Director Lentine will present the preliminary budget to the board at this meeting.

- Friends volunteers - unfortunately, once the library is able to re-open, the Friends group will not be able to return to normal operations immediately. We will continue to evaluate and communicate with them as to when they may be able to return.

COMMUNICATIONS: The Communication folder consisted of:  
No items were received.

UNFINISHED  
BUSINESS: None.

NEW BUSINESS: Approve Employment Contract (Action)  
TRUSTEE NIEMAN MOVED TO APPROVE AN EMPLOYMENT CONTRACT WITH MIKAEL JACOBSEN TO SERVE AS LIBRARY DIRECTOR AND TO RATIFY THE BOARD PRESIDENT'S AND SECRETARY'S EXECUTION OF SAID EMPLOYMENT CONTRACT. TRUSTEE GALLAGHER SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER AND VENTURI; NAYS-0; ABSENT-0.

Adopt FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19 (Action)

TRUSTEE NIEMAN MOVED TO ADOPT THE FMLA LEAVE EXPANSION AND EMERGENCY PAID SICK LEAVE POLICY DUE TO COVID-19. TRUSTEE O'BRIEN SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER AND VENTURI; NAYS-0; ABSENT-0.

Approve Amended Fiscal Accountability Policy (Action)

TRUSTEE O'BRIEN MOVED TO APPROVE THE AMENDED FISCAL ACCOUNTABILITY POLICY AS REVIEWED AT THE MARCH 9, 2020 EXECUTIVE COMMITTEE MEETING. TRUSTEE NIEMAN SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER AND VENTURI; NAYS-0; ABSENT-0.

Approve to Extend Compensation Period (Action)

TRUSTEE RETTINGER MOVED TO APPROVE EXTENDING THE COMPENSATION PERIOD FOR ALL STAFF OF THE LIBRARY, WHILE CLOSED, THROUGH THE END OF MAY 2020 DUE TO THE COVID-19 REQUIRED CLOSURE. THE BOARD AGREED TO RE-EVALUATE THE NEED TO CONTINUE THE EXTENSION BEYOND THIS DATE AT THE MAY BOARD MEETING. TRUSTEE VENTURI SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER AND VENTURI; NAYS-0; ABSENT-0.

PUBLIC COMMENTS: None.

ADJOURNMENT: There being no further business, at 7:30 PM, TRUSTEE NIEMAN MOVED AND TRUSTEE O'BRIEN SECONDED THAT THE MEETING BE ADJOURNED. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER AND VENTURI; NAYS-0; ABSENT-0. The next regular Board Meeting is scheduled for 6:30 PM, May 11, 2020.

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Secretary