

Lake Villa District Library
Board of Trustees
Audit & Finance Committee
Meeting Minutes

Date: April 12, 2021

Audit & Finance Committee: (Chairman - Trustee Venturi)

Attendance:

Committee: Trustees: Case Johnson, Gallagher, Gundrum, Nieman, O'Brien, Rettinger, and Venturi
Ex Officio: Jacobsen
Also Present: Binkley
Guests: None

Convened: 8:12 PM

Public Comments: None

Minutes: Director Jacobsen reminded the board of the upcoming A&F Committee Meeting that is scheduled for Monday, April 26, 2021 at 6:30pm. Director Jacobsen will present the board with the preliminary budget and proposed pay scale for fiscal year 21/22 at the meeting.

The newly elected trustees were also invited to attend the meeting.

Public Comments: None

Adjourned: 8:14 PM

Attachments: None

Motions:

Lake Villa District Library
Board of Trustees
Audit & Finance Committee
Meeting Minutes

Date: April 26, 2021

Audit & Finance Committee: (Chairman - Trustee Venturi)

Attendance: Secretary Rettinger called roll. The following Trustees answered present: Tony Gundrum, Doug Nieman, Kathleen Rettinger, and Barb Venturi.
Absent: Felicia Case Johnson, Pat Gallagher and Terry O'Brien.

Also present: Director Mick Jacobsen and Administrative Services Manager Julie Binkley. Guest: Paul Schreck, Jarrod Smith and Vanessa Villarreal.

Convened: 6:30 PM

Public Comments: None

Minutes: Director Jacobsen provided the board with an overview of the preliminary budget for fiscal year 2021/2022. He explained the estimate of revenue, provided highlights of the proposed working budget expenditures, and reviewed the transfers/income and expenditures for each of the special funds. He also provided a detailed explanation of the proposed salary budget, as well as the recommended adjustments to the proposed pay scale.

Any necessary revisions made to the preliminary budget will be discussed at the May 17th Audit & Finance committee meeting.

The fiscal year 2021/2022 working budget, proposed pay scale, and fund transfer amounts will be approved at the June 14, 2021 board meeting.

Public Comments: None

Adjourned: 7:35 PM

Motions: **Approve FY 21/22 Working Budget, Proposed Pay Scale, and Fund Transfers**

Lake Villa District Library
Board of Trustees
Building & Grounds Committee
Meeting Minutes

Date: April 12, 2021

Building & Grounds Committee: (Chairman – Trustee Gallagher)

Attendance:

Committee: Trustees: Case Johnson, Gallagher, Gundrum, Nieman, O’Brien, Rettinger, and Venturi
Ex Officio: Jacobsen
Also Present: Binkley
Guests: None

Convened: 8:14 PM

Public Comments: None

Minutes:

Building & Grounds

Director Jacobsen provided the board with an update on the status of the ADA walking path. The contract with Chicagoland Paving Contractors, Inc. has been signed, and a meeting to review the site with the project manager, architect, owner’s representative, facility manager and Director Jacobsen is scheduled for Friday, April 16.

Director Jacobsen also reported that we anticipate Midwest Landscaping to be on site in the near future to do some additional landscaping work on the property.

Public Comments: None

Adjourned: 8:15 PM

Motions:

Lake Villa District Library
Board of Trustees
Director's Report
Meeting Minutes

Date: April 12, 2021

Director's Report: (Director Jacobsen)

Attendance:

Committee: Trustees: Case Johnson, Gallagher, Gundrum, Nieman, O'Brien, Rettinger, and Venturi
Ex Officio: Jacobsen
Also Present: Binkley
Guests: None

Convened: 8:08 PM

Public Comments: None

Minutes: Director Jacobsen reminded the board of the upcoming Strategic Planning Update meeting on Wednesday, April 14 at 4:30 pm at the library.

Director Jacobsen provided the board with an update on the library's response to COVID-19. He mentioned that the automated material handling system has reopened as materials no longer need to be quarantined. The Leadership Team will continue to discuss and evaluate services that can safely be returned in the coming weeks and months.

Public Comments: None

Adjourned: 8:12 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: April 12, 2021

Executive Committee: (Chairman – President Gundrum)

Attendance:

Committee: Trustees: Case Johnson, Gallagher, Gundrum, Nieman, O'Brien, Rettinger, and Venturi
Ex Officio: Jacobsen
Also Present: Binkley
Guests: None

Convened: 8:16 PM

Public Comments: None

Minutes: Executive Committee

Director Jacobsen informed the board of a slight revision made to the Capital Asset Policy at the recommendation of our auditor. Books and materials have been added as a major asset class category. This revision does not require board approval.

Public Comments: None

Adjourned: 8:17 PM

Motions:

Anthony Gundrum
Committee Chairman

Lake Villa District Library
Board of Trustees
President's Report
Meeting Minutes

Date: April 12, 2021

Executive Committee: (Chairman – President Gundrum)

Attendance:

Committee: Trustees: Case Johnson, Gallagher, Gundrum, Nieman, O'Brien, Rettinger, and Venturi
Ex Officio: Jacobsen
Also Present: Binkley
Guests: None

Convened: 8:17 PM

Public Comments: None

Minutes:

President's Report

President Gundrum announced the newly elected trustees:

Paul A. Schreck
Jarrod Smith
Vanessa Villarreal

The new trustees will be sworn in at the May 17, 2021 board meeting, and nominations for the election of officers will also be conducted at the meeting.

President Gundrum expressed his appreciation to the board for all of their efforts over the years. "It has been great working with all of you!"

Public Comments: None

Adjourned: 8:22 PM

Anthony Gundrum
Committee Chairman

Lake Villa District Library
Board of Trustees
Strategic Planning Committee
Meeting Minutes

Date: April 14, 2021

**Strategic
Planning
Committee:**

(Chairmen – Trustee Nieman and Trustee O’Brien)

Attendance:

Committee: Trustees: ~~Case Johnson~~, Gallagher, Gundrum, Nieman, O’Brien, Rettinger, and Venturi
Ex Officio: Jacobsen
Guests: Amanda Standerfer, Paul Schreck, and Jarrod Smith

Convened: 4:32 PM

Public Comments: None

Minutes: Amanda Standerfer of Fast Forward Libraries Consulting provided the board with a review of the information within the Strategic Planning learning report. She then led the board through Phase II (Dream) of the process.

Public Comments: None

Adjourned: 8:13 PM

Motions:

**Doug Nieman and Terry O’Brien
Committee Chairmen**