

MINUTES AUGUST 12, 2019

REGULAR MEETING NO. 2

The regular public meeting of the Board of the Library Trustees of the Lake Villa Public Library District, Lake County, Illinois, held at 1001 E. Grand Ave., Lake Villa, Illinois, in said Public Library District at 6:30 PM on the 12th day of August 2019, was called to order by President Gundrum.

ROLL CALL: Secretary Rettinger called roll. The following Trustees answered present: Felicia Case Johnson, Tony Gundrum, Doug Nieman, Terry O’Brien, Kathleen Rettinger, and Barb Venturi. Absent: Pat Gallagher. Also present: Director Andy Lentine and Administrative Services Coordinator Julie Binkley. Guests: Independent Construction Services (ICS) representative Dan Eallonardo.

APPROVAL OF AGENDA: TRUSTEE NIEMAN MOVED TO APPROVE THE AGENDA AS PRESENTED. TRUSTEE O’BRIEN SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: GALLAGHER.

PUBLIC HEARING ON BUDGET & APPROPRIATION ORDINANCE 19-103: Public Hearing on Budget and Appropriation Ordinance 19-103
President Gundrum opened the public hearing for Budget and Appropriation Ordinance 19-103 at 6:34 PM.

Hearing no questions or comments, President Gundrum closed the hearing at 6:35 PM.

TRUSTEE NIEMAN MOVED THAT BUDGET AND APPROPRIATION ORDINANCE 19-103 BE ENACTED. TRUSTEE CASE JOHNSON SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: CASE JOHNSON, GUNDRUM, NIEMAN, O’BRIEN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: GALLAGHER.

ORDINANCE 19-103

ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR THE LAKE VILLA PUBLIC LIBRARY DISTRICT FOR FISCAL YEAR COMMENCING JULY 1, 2019 AND ENDING JUNE 30, 2020, BE IT ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE LAKE VILLA PUBLIC LIBRARY DISTRICT: the Ordinance shall be in full force and effective immediately upon passage, approval and publication as required by law. Passed and approved August 12, 2019. A copy of Ordinance 19-103 is on file.

BUILDING AND CONSTRUCTION UPDATE: ICS representative Dan Eallonardo provided the Board with a status update on the building construction project and reviewed items on the issues log. He stated that although we are now operating out of the new facility, there are a significant amount of items on the punch list that need to be addressed before the project is considered complete. He will be available throughout this process. He reported that the contractor has begun to work on punch list items and is required to respond to all items on the list. Once complete, the architect will conduct another walk thru to review the list and status of each item. Dan also reported that landscaping is scheduled to begin in September. Landscaping is anticipated to take approximately 4-6 weeks to complete.

PUBLIC COMMENTS: None.

APPROVAL OF MINUTES: TRUSTEE NIEMAN MOVED TO APPROVE THE BOARD MEETING MINUTES AND EXECUTIVE SESSION MEETING MINUTES OF JULY 8, 2019. TRUSTEE O'BRIEN SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: GALLAGHER.

TRUSTEE NIEMAN MOVED TO APPROVE THE AUDIT & FINANCE, BUILDING & GROUNDS, AND THE PRESIDENT'S REPORT COMMITTEE MEETING MINUTES OF JULY 8, 2019. TRUSTEE O'BRIEN SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: GALLAGHER.

PRESENTATION OF BILLS: August disbursements were presented in the amount of \$2,586,645.90. July payroll was \$153,407.27.

TREASURER'S REPORT: Account balances as of July 31, 2019 were as follows: First Midwest Bank Account=\$282,834.66; Schwab Investment Account=\$9,860,322.92; Schwab Short , Term Account=\$4,362,755.78. Real estate taxes in the amount of \$118,605.31 and replacement property taxes in the amount of \$2,234.94 were also received in July.

APPROVAL OF BILLS: TRUSTEE NIEMAN MOVED TO APPROVE THE BILLS AND TREASURER'S REPORT AS PRESENTED. TRUSTEE O'BRIEN SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: CASE JOHNSON, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: GALLAGHER.

TRUSTEE NIEMAN MOVED TO TRANSFER \$2,660,000 FROM THE SCHWAB ACCOUNTS TO THE FIRST MIDWEST BANK ACCOUNT TO COVER SALARIES FOR JULY AND DISBURSEMENTS FOR AUGUST. TRUSTEE CASE JOHNSON SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: CASE JOHNSON, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: GALLAGHER.

COMMITTEE REPORTS: Executive Committee - President's Report – President Gundrum
President Gundrum thanked everyone for all of their efforts throughout the building project.

Audit & Finance – Trustee Venturi
Nothing to report.

Building & Grounds -Trustee Gallagher
Nothing to report.

Friends – Trustee Gundrum
President Gundrum reported that the Friends may be having a meeting on Thursday, August 15. He will follow up with the Friend's president to find out if they plan on meeting.

Director's Report

Director Lentine thanked the Board and recognized staff for all of their efforts in getting everything ready for opening day at the new library. The project was a pleasure to work on and she thanked the Board for trusting in the team to complete the project. She hopes the Board is pleased with the new building. Overall we have received very favorable comments about the new library.

- COMMUNICATIONS: The Communication folder consisted of:
- ◆ An article entitled "New Look for Books" published in the *Lake County Journal*.
 - ◆ An article entitled "Eager, Excited Patrons Check Out New Lake Villa District Library" published in the *Daily Herald*.
 - ◆ An assortment of comments that patrons shared of their memories of the old library.

UNFINISHED BUSINESS: None.

NEW BUSINESS: Executive Session – Real Estate (Action)
TRUSTEE VENTURI MOVED TO GO INTO EXECUTIVE SESSION AT 7:13 PM TO DISCUSS SETTING THE PRICE FOR THE SALE OF THE 1001 E. GRAND AVENUE, LAKE VILLA PROPERTY WITH DIRECTOR LENTINE AND ADMINISTRATIVE SERVICES COORDINATOR BINKLEY BEING PRESENT. TRUSTEE NIEMAN SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: CASE JOHNSON, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: GALLAGHER.

TRUSTEE NIEMAN MOVED TO COME OUT OF EXECUTIVE SESSION AT 7:23 PM. TRUSTEE VENTURI SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: GALLAGHER.

TRUSTEE O'BRIEN MOVED TO REQUEST THAT A NEW APPRAISAL OF THE 1001 E. GRAND AVENUE, LAKE VILLA PROPERTY BE CONDUCTED, AND TO ALSO REQUEST THAT THE APPRAISER CONSIDER A SHORTENED MARKET TIME WHEN PREPARING THE APPRAISAL. TRUSTEE NIEMAN SECONDED THE MOTION. The Board authorized Director Lentine to proceed with selecting the appraiser. Director Lentine will request that the appraisal be completed before the next Board meeting, if possible. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: CASE JOHNSON, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: GALLAGHER.

Executive Session – Director's Evaluation (Action)

TRUSTEE O'BRIEN MOVED TO GO INTO EXECUTIVE SESSION AT 7:27 PM TO DISCUSS THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY. TRUSTEE NIEMAN SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: CASE JOHNSON, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: GALLAGHER.

TRUSTEE O'BRIEN MOVED TO COME OUT OF EXECUTIVE SESSION AT 7:47 PM. TRUSTEE NIEMAN SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: GALLAGHER.

TRUSTEE O'BRIEN MOVED TO APPROVE A 1.5% BASE SALARY INCREASE RETROACTIVE TO JULY 1, 2019, AS WELL AS A 2.5% LUMP SUM BONUS BE AWARDED TO DIRECTOR LENTINE. TRUSTEE CASE JOHNSON SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: CASE JOHNSON, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: GALLAGHER.

Trustee O'Brien left the meeting at 7:49 pm.

PUBLIC COMMENTS: None.

ADJOURNMENT: There being no further business, at 7:51 PM, TRUSTEE NIEMAN MOVED AND TRUSTEE VENTURI SECONDED THAT THE MEETING BE ADJOURNED. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: GALLAGHER. The next regular Board Meeting is scheduled for 6:30 PM, September 9, 2019.

Secretary