

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

Date: August 9, 2021

Audit & Finance Committee: (Chairman - Trustee Smith)

Attendance:

Committee: Trustees: Gallagher, Nieman, Rettinger, Schreck, Smith, Venturi and Villarreal
Ex Officio: Jacobsen
Also Present: Binkley
Guests: None

Convened: 6:29 PM

Public Comments: None

Minutes: Director Jacobsen and Trustee Smith provided the board with an overview of the Lindenhurst Grand Avenue TIF that the Village of Lindenhurst is proposing. They explained that essentially the library (and other taxing bodies) will not receive any incremental increases from this TIF district for 23 years. Those funds are instead diverted to pay for improvements to the district to attract businesses, etc. Overall, we don't anticipate much impact on the library if the TIF is implemented.

Director Jacobsen explained the upcoming levy process to the board. He is currently working on a proposed levy that will be presented to the board at the September Committee meeting.

Public Comments: None

Adjourned: 6:39 PM

Attachments: None

Motions:

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

Date: August 9, 2021

Building & Grounds Committee: (Chairman – Trustee Gallagher)

Attendance:

Committee: Trustees: Gallagher, ~~Nieman~~, Rettinger, Schreck, Smith, Venturi and Villarreal
Ex Officio: Jacobsen
Also Present: Binkley
Guests: None

Convened: 6:39 PM

Public Comments: None

Minutes: Building & Grounds

Director Jacobsen reported that we are still awaiting a response from Chicagoland Paving as to how they intend to address the inadequate amount of asphalt that was installed in some areas along the pathway. Director Jacobsen will provide an update when available.

In the near future, vinyl window coverings will be added to glass in the Youth Services study rooms to help alleviate children having difficulty concentrating when utilizing the rooms. The coverings will not block light or view, but will come up high enough that youth using the rooms will hopefully not be as distracted.

Humidity levels throughout the building are being monitored as Youth Services staff have expressed that they are noticing an issue with humidity in the lower level of the building. This increased humidity is causing damage to the library's print collection. Facility staff have purchased humidity monitors and placed them throughout the building. With three weeks of data, it appears that the entire building has humidity beyond what is recommended for materials and people. We will continue to gather data for another week or two and then provide the data to a consultant to come up with a solution to address the high humidity levels throughout the facility.

One of the activities identified during recent strategic planning discussions is the possibility of creating a comprehensive long-term master space plan for the library grounds. Before engaging on developing a plan to enhance outdoor

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areas of the library, Director Jacobsen asked the board if they would support pursuing this type of plan. The consensus of the board was to support moving forward with plans for enhancing outdoor areas of the library grounds.

Trustee Gallagher inquired about the possibility of adding a shade to the window located of the Administrative Conference Room to allow for better viewing when projecting on the screen. Director Jacobsen stated that he is currently looking into adding some window coverings to other areas of the facility and will add the Administrative Conference Room to the list for consideration.

Public Comments: None

Adjourned: 6:57 PM

Motions:

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

Date: August 9, 2021

Director's Report: (Director Jacobsen)

Attendance:

Committee: Trustees: Gallagher, ~~Nieman~~, Rettinger, Schreck, Smith, Venturi and Villarreal
Ex Officio: Jacobsen
Also Present: Binkley
Guests: None

Convened: 6:28 PM

Public Comments: None

Minutes:

Director Jacobsen provided the board with an update on the activity plan process. Library staff have been working diligently on brainstorming and selecting fiscal year activities. Several meetings have taken place and he anticipates a robust and impactful activity list to present to the board at the September meeting.

Public Comments: None

Adjourned: 6:29 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: August 9, 2021

Executive Committee: (Chairman – President Nieman)

Attendance:

Committee: Trustees: Gallagher, Nieman, Rettinger, Schreck, Smith, Venturi and Villarreal
Ex Officio: Jacobsen
Also Present: Binkley
Guests: None

Convened: 6:57 PM

Public Comments: None

Minutes: Executive Committee

The board reviewed and discussed the Election of Trustees Policy and newly Created Whistleblower Policy. Approval of said policies will be on the September board meeting agenda.

Public Comments: None

Adjourned: 7:05 PM

Motions: **Approve Election of Trustees Policy**
Adopt Whistleblower Policy

Doug Nieman Committee Chairman