

MINUTES DECEMBER 09, 2019

REGULAR MEETING NO. 6

The regular public meeting of the Board of the Library Trustees of the Lake Villa Public Library District, Lake County, Illinois, held at 140 N. Munn Rd., Lindenhurst, Illinois, in said Public Library District at 6:30 PM on the 09th day of December 2019, was called to order by President Gundrum.

- ROLL CALL: Secretary Pro Tem Nieman called roll. The following Trustees answered present: Felicia Case Johnson, Pat Gallagher, Tony Gundrum, Doug Nieman, and Barb Venturi. Absent: Terry O'Brien and Kathleen Rettinger. Also present: Director Andy Lentine and Administrative Services Manager Julie Binkley. Guests: None.
- APPROVAL OF AGENDA: TRUSTEE NIEMAN MOVED TO APPROVE THE AGENDA AS PRESENTED. TRUSTEE CASE JOHNSON SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-5; NAYS-0; ABSENT-2: O'BRIEN AND RETTINGER.
- PUBLIC COMMENTS: None.
- APPROVAL OF MINUTES: TRUSTEE NIEMAN MOVED TO APPROVE THE BOARD MEETING MINUTES OF NOVEMBER 11, 2019. TRUSTEE CASE JOHNSON SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-5; NAYS-0; ABSENT-2: O'BRIEN AND RETTINGER.
- TRUSTEE CASE JOHNSON MOVED TO APPROVE THE EXECUTIVE COMMITTEE MEETING MINUTES OF NOVEMBER 11, 2019. TRUSTEE NIEMAN SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-5; NAYS-0; ABSENT-2: O'BRIEN AND RETTINGER.
- PRESENTATION OF BILLS: December disbursements were presented in the amount of \$148,132.36. November payroll was \$107,406.87.
- TREASURER'S REPORT: Account balances as of November 30, 2019 were as follows: First Midwest Bank Account=\$305,043.47; Schwab Investment Account=\$8,096,969.96; Schwab Short Term Account=\$5,070,512.45. Real estate taxes in the amount of \$44,313.96 were also received in November.
- APPROVAL OF BILLS: TRUSTEE NIEMAN MOVED TO APPROVE THE BILLS AND TREASURER'S REPORT AS PRESENTED. TRUSTEE CASE JOHNSON SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-5: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, AND VENTURI; NAYS-0; ABSENT-2: O'BRIEN AND RETTINGER.
- TRUSTEE CASE JOHNSON MOVED TO TRANSFER \$300,000 FROM THE SCHWAB ACCOUNT TO THE FIRST MIDWEST BANK ACCOUNT TO COVER SALARIES FOR NOVEMBER AND DISBURSEMENTS FOR DECEMBER. TRUSTEE NIEMAN SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-5: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, AND VENTURI; NAYS-0; ABSENT-2: O'BRIEN AND RETTINGER.

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

President Gundrum reported on the Director search process and stated that he, Vice President Nieman, Director Lentine, and Administrative Services Manager Binkley recently had a launch meeting with HR Source representatives Sue Winkler and Bob Baxa. The purpose of the meeting was to discuss the Director search process, review essential criteria to consider in the search for the new Director, and the job posting. President Gundrum stated that HR Source intends to post the position this week.

HR Source intends to conduct bi-weekly conference calls with President Gundrum and Vice President Nieman to provide updates throughout the process. President Gundrum and Vice President Nieman will work with HR Source to narrow down the selection of candidates to possibly 3-4 top candidates to present to the Board. President Gundrum and Vice President Nieman will also be meeting with the Management Team to allow them to convey attributes they would like to see in the new Director.

Audit & Finance – Trustee Venturi

Nothing to report.

Building & Grounds -Trustee Gallagher

Director Lentine reported that punch list items are beginning to wind down and we expect to receive the close-out documents from Camosy Construction in the near future.

Friends – Trustee Gundrum

President Gundrum reported on the Friends meeting that was held in November. The Friends discussed future book sales in the new building and their eagerness to have a sale to help move some of the current inventory. They also discussed replacement officers for their Board and will be soliciting for a new slate of officers as the current slate of officers do not intend to keep their positions at the end of this term.

Director's Report

Director Lentine provided the Board with an overview of revisions made to the Personnel Policy Manual and the Library Card and Interlibrary Loan Policies.

She mentioned that realtor Rob Frank reported that there has been some interest in showing the 1001 Grand Ave., Lake Villa property.

Director Lentine mentioned that she was invited to attend a strategic planning session for the Village of Lindenhurst this week and will provide the Board with information about the meeting at the next Board meeting.

COMMUNICATIONS:

The Communication folder consisted of:

- ◆ A thank you card received from the LLV Chamber expressing their appreciation to LVDL for being part of the "Art of Wine" event.
- ◆ An LVDL comment card received from a patron complimenting a staff member for assistance they provided them with their email.

UNFINISHED
BUSINESS:

None.

NEW BUSINESS: Approve Revisions to Personnel Policy Manual and Library Card and Interlibrary Loan Policies (Action)

TRUSTEE VENTURI MOVED TO APPROVE THE REVISED PERSONNEL POLICY MANUAL AND REVISED LIBRARY CARD AND INTERLIBRARY LOAN POLICIES AS REVIEWED AT THE DECEMBER BOARD MEETING. TRUSTEE NIEMAN SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-5; NAYS-0; ABSENT-2: O'BRIEN AND RETTINGER.

Approve Intergovernmental Agreement (Action)

TRUSTEE GALLAGHER MOVED TO APPROVE THE INTERGOVERNMENTAL AGREEMENT FOR LIBRARY SERVICES BETWEEN LVDL AND MILLBURN SCHOOL DISTRICT 24. TRUSTEE NIEMAN SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-5: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, AND VENTURI; NAYS-0; ABSENT-2: O'BRIEN AND RETTINGER.

Approve Closing the Library – New Year's Eve (Action)

TRUSTEE NIEMAN MOVED TO APPROVE CLOSING THE LIBRARY ALL DAY ON NEW YEAR'S EVE. TRUSTEE VENTURI SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-5; NAYS-0; ABSENT-2: O'BRIEN AND RETTINGER.

Biannual Review of Executive Session Minutes (Action)

TRUSTEE NIEMAN MOVED TO RELEASE THE EXECUTIVE SESSION MEETING MINUTES DATED JULY 8, 2019, AUGUST 12, 2019, SEPTEMBER 9, 2019, AND SEPTEMBER 23, 2019, AND TO DESTROY RELEASED CLOSED SESSION RECORDINGS PRIOR TO MAY 2018. TRUSTEE CASE JOHNSON SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-5; NAYS-0; ABSENT-2: O'BRIEN AND RETTINGER.

PUBLIC COMMENTS: None.

ADJOURNMENT: There being no further business, at 7:15 PM, TRUSTEE GALLAGHER MOVED AND TRUSTEE VENTURI SECONDED THAT THE MEETING BE ADJOURNED. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-5; NAYS-0; ABSENT-2: O'BRIEN AND RETTINGER. The next regular Board Meeting is scheduled for 6:30 PM, January 13, 2020.

Secretary