

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

**Date:** February 8, 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:** 8:01 PM

**Public Comments:** None

**Minutes:** Director Jacobsen reported that the Per Capita Grant application has been submitted.

Administrative Services Manager Binkley reported that work on the Capital Asset plan is underway and should be completed by the end of the month.

**Public Comments:** None

**Adjourned:** 8:03 PM

**Attachments:** None

**Motions:**

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

**Date:** February 8, 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:** 8:03 PM

**Public Comments:** None

**Minutes:**

Building & Grounds

Director Jacobsen provided the board with an update on the timeline for the ADA pathway project as follows:

- 2/11/21 – Bid advertisement
- 2/18/21 – Pre-bid meeting
- 3/4/21 – Bid acceptance/opening/review
- 3/8/21 – Bid recommendation presented to board. If necessary, a special board meeting may need to be scheduled

Director Jacobsen also reported that Owner's Representative Dan Eallonardo will be assisting with the project.

**Public Comments:** None

**Adjourned:** 8:05 PM

**Motions:**

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

**Date:** February 8, 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:** 7:40 PM

**Public Comments:** None

**Minutes:** Director Jacobsen provided the board with the updated COVID Response Outline and explained the library services that will be available under Tier 1 and Phase 4 of the plan.

Director Jacobsen provided an overview of the job descriptions for the full-time Adult and Youth Services Program Specialist positions that will be advertised in the near future. He explained that in many area public libraries, these have become core positions to better address increasing desire for programs, events and exhibits by patrons.

Director Jacobsen reported that he received a communication from the Illinois Library Association encouraging library directors to contact their local county health department to advocate for the consideration of library staff to be deemed as "essential workers" and, therefore, be included in the level IB grouping for receiving the COVID vaccine. After consideration, the consensus of the board was that they were not in support of advocating for this cause and felt it unnecessary to do so at this time.

Director Jacobsen also reported that the library has been approached by the Lake County Public Advocacy Center to partner with them in support of Child Abuse Prevention Month in April.

**Public Comments:** None

**Adjourned:** 8:01 PM

**Motions:**

Lake Villa District Library  
Board of Trustees  
Executive Committee  
**Meeting Minutes**

**Date:** February 8, 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:** 8:05 PM

**Public Comments:** None

**Minutes:** Executive Committee

Director Jacobsen provided the board with an overview of the revisions made to the Homebound Services Policy and Notary Policy.

Approval of said revised policies will be made at the March board meeting.

**Public Comments:** None

**Adjourned:** 8:06 PM

**Motions:** **Approve revised Homebound Services Policy**  
**Approve revised Notary Policy**

**Anthony Gundrum**  
**Committee Chairman**

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

**Date:** February 8, 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:** 8:07 PM

**Public Comments:** None

**Minutes:**

President's Report

The board discussed the evaluation process for the Library Director. The board agreed that the process should be conducted prior to the end of three of the board member terms that expire in April as it would be beneficial to gain their input.

Director Jacobsen will review the evaluation form that was used previously and President Gundrum will appoint a committee to lead the evaluation process at the March board meeting.

**Public Comments:** None

**Adjourned:** 8:08 PM

**Anthony Gundrum  
Committee Chairman**