

The regular public meeting of the Board of the Library Trustees of the Lake Villa Public Library District, Lake County, Illinois, was held at 140 N. Munn Rd., Lindenhurst, Illinois, in said Public Library District. The meeting was called to order at 6:30 PM on the 8th day of February 2021, by President Gundrum.

- ROLL CALL: Secretary Rettinger called roll. The following Trustees answered present: Pat Gallagher, Tony Gundrum, Doug Nieman, Barbara Venturi, and Kathleen Rettinger. Absent: Felicia Case Johnson and Terry O'Brien. Also present: Director Mikael Jacobsen and Administrative Services Manager Julie Binkley. Guests: Fast Forward Libraries Consultant Amanda Standerfer.
- APPROVAL OF AGENDA: TRUSTEE NIEMAN MOVED TO APPROVE THE AGENDA AS PRESENTED. TRUSTEE RETTINGER SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-5: NAYS-0; ABSENT-2: CASE JOHNSON AND O'BRIEN.
- PUBLIC COMMENTS: None.
- CONSENT AGENDA ITEMS: PRESIDENT GUNDRUM PRESENTED THE CONSENT AGENDA ITEMS AND THE BOARD ADOPTED THE ITEMS.
- Trustee Case Johnson joined the meeting at 6:34 pm.
- APPROVAL OF MINUTES
- i. January 11, 2021 Board Meeting Minutes
  - ii. January 11, 2021 Audit & Finance, Executive and President's Report Meeting Minutes
  - iii. January 11, 2021 Executive Session Meeting Minutes
- PRESENTATION OF BILLS: February disbursements were presented in the amount of \$220,042.06. January payroll was \$105,657.05.
- TREASURER'S REPORT: Account balances as of January 31, 2021 were as follows: First Midwest Bank Account=\$478,674.58; Schwab Investment Account=\$8,051,137.65; Schwab Short Term Account=\$4,224,140.94. Real estate taxes in the amount of \$34,841.69 and replacement property taxes in the amount of \$2,483.47 were also received in January.
- TRANSFER: A TRANSFER OF \$325,000 FROM THE SCHWAB ACCOUNTS TO THE FIRST MIDWEST BANK ACCOUNT TO COVER SALARIES FOR JANUARY AND DISBURSEMENTS FOR FEBRUARY.
- APPROVAL OF CONSENT AGENDA ITEMS: TRUSTEE NIEMAN MOVED TO APPROVE THE CONSENT AGENDA ITEMS. TRUSTEE GALLAGHER SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: O'BRIEN.

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

Nothing to report.

Audit & Finance – Trustee Venturi

Nothing to report.

Building & Grounds -Trustee Gallagher

Nothing to report.

Friends – Trustee Gundrum

Nothing to report.

Director's Report

Director Jacobsen highlighted the following:

- The preparation and data gathering phase of the strategic planning process is underway.
- The new website will be available in the near future. The website committee has been working diligently with the web development consultants to redesign the website.
- Delivery service began in late January. Usage has been minimal thus far.

## COMMUNICATIONS:

The Communication folder consisted of:

- A thank you note from a patron expressing their appreciation for the continuation of services offered by LVDL throughout the year during the pandemic.

UNFINISHED  
BUSINESS:

None.

## NEW BUSINESS:

Strategic Planning Session

Amanda Standerfer of Fast Forward Libraries Consulting provided the Board with an overview of the strategic planning process and a timeline of the process. She also led the Board through a discussion focusing on an environmental scan and SOAR analysis, as part the "Learn Phase" of the process.

Approve Revised Alcohol and Smoking Policy (Action)

TRUSTEE GALLAGHER MOVED TO APPROVE THE REVISED ALCOHOL AND SMOKING POLICY AS PRESENTED AND REVIEWED AT THE JANUARY 11, 2021 EXECUTIVE COMMITTEE MEETING. TRUSTEE NIEMAN SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: O'BRIEN.

Approve Letter of Engagement for Auditing Services (Action)

TRUSTEE NIEMAN MOVED TO APPROVE THE LETTER OF ENGAGEMENT FOR AUDITING SERVICES PERFORMED BY LAUTERBACH & AMEN. TRUSTEE RETTINGER SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: O'BRIEN.

PUBLIC COMMENTS: None.

ADJOURNMENT: There being no further business, at 7:38 PM, TRUSTEE GALLAGHER MOVED AND TRUSTEE VENTURI SECONDED THAT THE MEETING BE ADJOURNED. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: O'BRIEN.

The next regular Board Meeting is scheduled for 6:30 PM, March 8, 2021.

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Secretary