

MINUTES JANUARY 13, 2020

REGULAR MEETING NO. 7

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 6:31 PM on the 13th day of January 2020, was called to order by Vice President Nieman.

- ROLL CALL:** Secretary Rettinger called roll. The following Trustees answered present: Pat Gallagher, Doug Nieman, Kathleen Rettinger, and Barb Venturi. Absent: Felicia Case Johnson, Tony Gundrum, and Terry O'Brien. Also present: Director Andy Lentine and Administrative Services Manager Julie Binkley. Guests: Prince of Peace POP Rocks Robotics Group.
- APPROVAL OF AGENDA:** TRUSTEE VENTURI MOVED TO APPROVE THE AGENDA AS PRESENTED. TRUSTEE RETTINGER SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-4; NAYS-0; ABSENT-3: CASE JOHNSON, GUNDRUM AND O'BRIEN.
- PRESENTATION:** The Prince of Peace POP Rocks Robotics Group provided the Board with a presentation of their theoretical concept "Over the Rainbow Sensory Garden." They explained that their challenge was to identify a problem within a public space or building within the community, and to create an innovative solution for using the public space so that people of all abilities could enjoy it. The group will be presenting their concept at a state competition next week. The Board congratulated the group on their efforts and wished them luck at the state competition.
- Trustee O'Brien arrived at the meeting at 6:38 PM.
- PUBLIC COMMENTS:** None.
- APPROVAL OF MINUTES:** TRUSTEE VENTURI MOVED TO APPROVE THE BOARD MEETING MINUTES OF DECEMBER 9, 2019. TRUSTEE GALLAGHER SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-5; NAYS-0; ABSENT-2: CASE JOHNSON AND GUNDRUM.
- TRUSTEE GALLAGHER MOVED TO APPROVE THE BUILDING AND GROUNDS AND EXECUTIVE COMMITTEE MEETING MINUTES OF DECEMBER 9, 2019. TRUSTEE VENTURI SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-5; NAYS-0; ABSENT-2: CASE JOHNSON AND GUNDRUM.
- PRESENTATION OF BILLS:** January disbursements were presented in the amount of \$362,454.13. December payroll was \$161,146.40.
- TREASURER'S REPORT:** Account balances as of December 31, 2019 were as follows: First Midwest Bank Account=\$281,846.63; Schwab Investment Account=\$8,116,538.80; Schwab Short Term Account=\$4,818,490.80. Real estate taxes in the amount of \$46,555.88 and replacement property taxes in the amount of \$645.97 were also received in December.
- APPROVAL OF BILLS:** TRUSTEE O'BRIEN MOVED TO APPROVE THE BILLS AND TREASURER'S REPORT AS PRESENTED. TRUSTEE RETTINGER SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-5: GALLAGHER, NIEMAN, O'BRIEN,

RETTINGER AND VENTURI; NAYS-0; ABSENT-2: CASE JOHNSON AND GUNDRUM.

TRUSTEE O'BRIEN MOVED TO TRANSFER \$475,000 FROM THE SCHWAB ACCOUNT TO THE FIRST MIDWEST BANK ACCOUNT TO COVER SALARIES FOR DECEMBER AND DISBURSEMENTS FOR JANUARY. TRUSTEE GALLAGHER SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-5: GALLAGHER, NIEMAN, O'BRIEN, RETTINGER AND VENTURI; NAYS-0; ABSENT-2: CASE JOHNSON AND GUNDRUM.

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 Lentine stated that she recently attended the Friends annual luncheon. This event is intended to recognize the efforts put forth by the Friends volunteers.

Director Lentine reported on the following items:

- “Fine Free” began on January 2. Circulation staff are assisting patrons as they learn the new idiosyncrasies of being a fine free library.
- The annual Per Capita Grant application was submitted to the State Library.
- The quarterly Live and Learn Construction Grant narrative and expenditures reports were also submitted to the State Library.

Lastly, Director Lentine mentioned that although we have nearly reached the budgeted amount anticipated for consulting services provided by our Owner's Representative Dan Eallonardo relating to the building project, there may be a need for additional consulting as we close out the building project. Director Lentine suggested that additional consulting charges relating to the building project continue to be expensed to the Special Reserve fund. She also recommended that during the upcoming budget planning process, that a budgeted amount of perhaps \$10,000 should be considered in the Site & Building Fund or Consultant line from the General Fund to cover any potential consulting needs that may be required in the future.

COMMUNICATIONS:

The Communication folder consisted of:

- ◆ An article entitled “Longtime Library Director to Retire Early Next Year,” published in *The Daily Herald*.
- ◆ A thank you card from a family in the community expressing their appreciation to the Board, Staff and Volunteers for their hard work and dedication. “You have honored your mission statement by enriching the lives in our community – well done!”

UNFINISHED  
BUSINESS: None.

NEW BUSINESS: Approve Change Order #14 (Action)  
TRUSTEE VENTURI MOVED TO APPROVE CHANGE ORDER #14 IN THE AMOUNT OF \$17,654 FOR ELECTRICAL AND DATA ADDITIONS AND CURB REPLACEMENTS. TRUSTEE RETTINGER SECONDED THE MOTION. UPON BEING PUT TO A ROLL VOTE, THE MOTION CARRIED. AYES-5: GALLAGHER, NIEMAN, O'BRIEN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-2: CASE JOHNSON AND GUNDRUM.

PUBLIC COMMENTS: Vice President Nieman provided the Board with an update on the Director Search process. He stated that he and President Gundrum recently had a status meeting with HR Source representative Bob Baxa and that he reported that the position has been posted on RAILS, ILA and LVDL websites. Several applications have been received and are currently under review for consideration. Bob intends to conduct phone interviews in the near future.

ADJOURNMENT: There being no further business, at 7:05 PM, TRUSTEE VENTURI MOVED AND TRUSTEE RETTINGER SECONDED THAT THE MEETING BE ADJOURNED. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-5; NAYS-0; ABSENT-2: CASE JOHNSON AND GUNDRUM. The next regular Board Meeting is scheduled for 6:30 PM, February 10, 2020.

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Secretary