

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

**Date:** January 11, 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:** 7:26 PM

**Public Comments:** None

**Minutes:** Director Jacobsen reviewed the Per Capita Grant requirements with the board.

**Public Comments:** None

**Adjourned:** 7:28 PM

**Attachments:** None

**Motions:**

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

**Date:** January 11, 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:** 7:25 PM

**Public Comments:** None

**Minutes:** Director Jacobsen provided the board with a 2021 timetable/calendar document, which outlines important dates and scheduled activities for the year.

Director Jacobsen also stated that the mandated leave offered to employees under the Families First Coronavirus Relief Act (FFCRA) expired on December 31, 2020. He explained that we intend to voluntarily continue to provide this type of leave to all employees throughout 2021. This includes emergency paid sick leave (EPSL) and extended family medical leave (EFMLA) relating to COVID-19. At this time, there has been very minimal use of either type of leave by employees.

**Public Comments:** None

**Adjourned:** 7:26 PM

**Motions:**

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

**Date:** January 11, 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:** 7:29 PM

**Public Comments:** None

**Minutes:** Executive Committee

Director Jacobsen reported that the Alcohol and Smoking, Gifts to the Library, and Public Comment Policies were recently reviewed. Of the three policies, only the Alcohol and Smoking Policy was presented with a suggested revision. The suggested revision is for the board to consider designating the library as a “smoke-free” campus. Upon discussion, the consensus of the board was to investigate implementing a designated outdoor smoking area that is located farther than the statute requirement of 15 feet from the main entrance instead of designating the entire campus as “smoke-free.”

Director Jacobsen will investigate this option further and will report back to the Board. If this option is possible, the policy will be revised accordingly and will be approved at the next board meeting. Otherwise the policy will remain as currently written with no revisions necessary.

**Public Comments:** None

**Adjourned:** 7:34 PM

**Motions:** **Approve Revised Alcohol and Smoking Policy (if necessary)**

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

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

**Date:** January 11, 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:** 7:34PM

**Public Comments:** None

**Minutes:**

President's Report

Director Jacobsen reported that the library received four election packets for the three upcoming open board positions to be voted on during the April Consolidated Election. The order of the candidates will be:

- Nathan Gass
- Paul A. Schreck
- Vanessa Villarreal
- Jarrod Smith

President Gundrum stated that he is currently drafting a write-up that will be included in the next library newsletter which will contain a reflection on the library from the board's perspective. Please let him know if you would like to contribute to the write-up.

**Public Comments:** None

**Adjourned:** 7:38 PM

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