

MINUTES JULY 08, 2019

REGULAR MEETING NO. 1

The regular public meeting of the Board of the Library Trustees of the Lake Villa Public Library District, Lake County, Illinois, held at 1001 E. Grand Ave., Lake Villa, Illinois, in said Public Library District at 6:31 PM on the 8th day of July 2019, was called to order by President Gundrum.

ROLL CALL: Secretary Rettinger called roll. The following Trustees answered present: Pat Gallagher, Tony Gundrum, Doug Nieman, Terry O'Brien, Kathleen Rettinger, and Barb Venturi. Absent: Felicia Case Johnson. Also present: Director Andy Lentine and Administrative Services Coordinator Julie Binkley. Guests: Independent Construction Services (ICS) representative Dan Eallonardo.

SWEARING IN OF NEW TRUSTEE: President Gundrum swore in newly re-elected Trustee Rettinger.

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-6; NAYS-0; ABSENT-1: CASE JOHNSON.

EXECUTIVE SESSION: TRUSTEE NIEMAN MOVED TO GO INTO EXECUTIVE SESSION AT 6:33 PM TO DISCUSS PENDING LITIGATION WITH DIRECTOR LENTINE, ADMINISTRATIVE SERVICES COORDINATOR BINKLEY AND ICS REPRESENTATIVE DAN EALLONARDO BEING PRESENT. TRUSTEE RETTINGER SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: CASE JOHNSON.

TRUSTEE VENTURI MOVED TO COME OUT OF EXECUTIVE SESSION AT 6:50 PM. TRUSTEE NIEMAN SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: CASE JOHNSON.

TRUSTEE GALLAGHER MOVED TO APPROVE ENTERING INTO AN AGREEMENT WITH CLAUSEN STRUCTURES TO DISMISS THE LIBRARY FROM THE CLAUSEN STRUCTURES, INC. VS. AMERICAN STEEL FABRICATORS, INC. CASE. TRUSTEE NIEMAN SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: CASE JOHNSON.

BUILDING AND CONSTRUCTION UPDATE: ICS representative Dan Eallonardo provided the Board with a status update on the building construction project. He reported that all of the shelving is erected and workstations are installed. Furniture is currently in the process of being delivered. The move to the new facility will begin on July 15. We received the temporary inspection and acceptance of the elevators so they can be utilized during the move. A final elevator inspection will likely occur in early August. We also received temporary occupancy in order to begin moving into the facility. Landscaping will not be completed prior to opening and is anticipated to begin in early September. The main parking lot is complete and the upper lot is scheduled to be repaved and striped the week of July 22.

Dan also provided an overview on Change Order #12, which is up for approval under new business.

PUBLIC
COMMENTS:

None.

APPROVAL OF
MINUTES:

TRUSTEE O'BRIEN MOVED TO APPROVE THE BOARD MEETING MINUTES OF JUNE 10, 2019. TRUSTEE NIEMAN SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: CASE JOHNSON.

TRUSTEE O'BRIEN MOVED TO APPROVE THE AUDIT & FINANCE AND PRESIDENT'S REPORT COMMITTEE MEETING MINUTES OF JUNE 10, 2019. TRUSTEE GALLAGHER SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: CASE JOHNSON.

PRESENTATION OF
BILLS:

July disbursements were presented in the amount of \$746,180.55. June payroll was \$100,049.64.

TREASURER'S
REPORT:

Account balances as of June 30, 2019 were as follows: First Midwest Bank Account=\$263,411.19; Schwab Investment Account=\$10,834,764.77; Schwab Short Term Account=\$4,637,519.35. Real estate taxes in the amount of \$2,714,460.06 were also received in June.

APPROVAL OF
BILLS:

TRUSTEE GALLAGHER MOVED TO APPROVE THE BILLS AND TREASURER'S REPORT AS PRESENTED. TRUSTEE NIEMAN SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: CASE JOHNSON.

TRUSTEE NIEMAN MOVED TO TRANSFER \$900,000 FROM THE SCHWAB ACCOUNTS TO THE FIRST MIDWEST BANK ACCOUNT TO COVER SALARIES FOR JUNE AND DISBURSEMENTS FOR JULY. TRUSTEE GALLAGHER SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: CASE JOHNSON.

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

President Gundrum reported that the Friends are on a brief hiatus and have no meetings scheduled until the library re-opens in the new facility.

Director's Report

Director Lentine provided the Board with an update on the pending move. She stated that it is getting hectic, but staff are taking it in strides. Staff and patrons are very excited!

- COMMUNICATIONS: The Communication folder consisted of:
- ◆ Articles entitled "Lake Villa District Library Readies for its Big Move" and Library Work Continues" published in *The Daily Herald*.
 - ◆ A copy of a LVDL FaceBook post regarding the pending move that reached over 7,900 people and had over 3,300 engagements!
 - ◆ A copy of a RAILS post expressing congratulations to LVDL and Lake Villa CCSD 41 on creating an intergovernmental agreement (IGA). A copy of the signed IGA.

UNFINISHED
BUSINESS: None.

NEW BUSINESS: Adopt Tentative Budget & Appropriation Ordinance 19-103 (Action)
TRUSTEE NIEMAN MOVED TO ADOPT THE TENTATIVE BUDGET & APPROPRIATION ORDINANCE 19-103 – AN ORDINANCE TO SET FORTH THE AMOUNT OF FUNDS TO BE BUDGETED AND APPROPRIATED TO DEFRAY THE EXPENSES AND LIABILITIES OF THE LIBRARY DISTRICT. TRUSTEE O'BRIEN SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6; GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: CASE JOHNSON.

Approve Real Estate Agreement (Action)
TRUSTEE VENTURI MOVED TO PROCEED WITH SIGNING A REAL ESTATE AGREEMENT WITH REALTOR ROBERT E. FRANK FOR THE DURATION OF 6 MONTHS. TRUSTEE NIEMAN SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6; GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: CASE JOHNSON.

Approve Cleaning Services Agreement (Action)
TRUSTEE VENTURI MOVED TO AUTHORIZE LIBRARY DIRECTOR LENTINE TO ENTER INTO AN AGREEMENT FOR CLEANING SERVICES FOR AN AMOUNT NOT TO EXCEED \$6,000 PER MONTH. TRUSTEE NIEMAN SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6; GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: CASE JOHNSON.

Approve Resolution No. CO12 (Action)
TRUSTEE NIEMAN MOVED TO APPROVE RESOLUTION NO. CO12 – CHANGE ORDER #12 IN THE AMOUNT OF \$19,500. TRUSTEE GALLAGHER SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6; GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: CASE JOHNSON.

PUBLIC COMMENTS: None.

ADJOURNMENT:

There being no further business, at 7:34 PM, TRUSTEE NIEMAN MOVED AND TRUSTEE O'BRIEN SECONDED THAT THE MEETING BE ADJOURNED. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: CASE JOHNSON. The next regular Board Meeting is scheduled for 6:30 PM, August 12, 2019.

Secretary