

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

Date: July 12, 2021

Audit & Finance Committee: (Chairman - Trustee Smith)

Attendance:

Committee: Trustees: Gallagher, Nieman, Rettinger, Schreck, Smith, Venturi and Villarreal
Ex Officio: Jacobsen
Also Present: Kenney
Guests: None

Convened: 6:45 PM

Public Comments: None

Minutes: Director Jacobsen provided the board with a brief overview of the .02% Sites & Maintenance Ordinance. He explained that the ordinance allows the library district to levy an additional tax of .02% of the value of all the taxable property in the district using a backdoor referendum process. The ordinance allows for the additional tax, but it is not used unless the library reaches the tax cap, which we do not anticipate reaching.

The board passed the ordinance last year so it is not strictly necessary to pass it again this year, however, the levy needs to be passed at least once every 3 years to continue to have the option of someday using this additional .02%. Director Jacobsen will prepare the ordinance and add it to the August board meeting agenda, at which time the board can decide whether or not to adopt the ordinance.

Director Jacobsen also reported on the estimated Special/Capital Improvement Reserve transfer amount that the board will approve at the August meeting. He explained that after reviewing the unaudited operating expenditures, we estimate that \$758,146 can be transferred to the Special Reserve Fund while maintaining the 2-4 months of reserve in the General Fund as prescribed within the Fund Balance Policy.

Public Comments: None

Adjourned: 6:52 PM

Attachments: None

Motions: **Consideration to Adopt the Maintenance Ordinance**
Approve Special/Capital Improvement Reserve Fund Transfer

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

Date: July 12, 2021

Building & Grounds Committee: (Chairman – Trustee Gallagher)

Attendance:

Committee: Trustees: Gallagher, Nieman, Rettinger, Schreck, Smith, Venturi and Villarreal
Ex Officio: Jacobsen
Also Present: Kenney
Guests: None

Convened: 6:52 PM

Public Comments: None

Minutes:

Building & Grounds

Director Jacobsen provided the board with an update on the ADA walking path. A coring test was recently conducted to ensure that 2 inches of asphalt was provided and properly distributed along the pathway as required. Payment to Chicagoland Paving is currently being held until it is determined that the appropriate amount of asphalt was provided. If it is determined that Chicagoland Paving did not provide what was contracted for, then an appropriate action to take to correct the situation will be determined at that time.

Director Jacobsen also reported that additional surveillance cameras are being purchased to enhance areas throughout the property that have been identified as potentially problematic blind spots, such as stairwells. The cost of the additional equipment is \$12,984.

Public Comments: None

Adjourned: 6:57 PM

Motions:

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

Date: July 12, 2021

Director's Report: (Director Jacobsen)

Attendance:

Committee: Trustees: Gallagher, Nieman, Rettinger, Schreck, Smith, Venturi and Villarreal
Ex Officio: Jacobsen
Also Present: Kenney
Guests: None

Convened: 6:39 PM

Public Comments: None

Minutes: Director Jacobsen reported that staff are preparing the fiscal year 2022 Activity Plan in support of the recently approved Strategic Plan. The Leadership Team and all full-time staff will be meeting later this week to discuss what activities to direct our time and energy toward. Additional meetings will be scheduled as needed.

Once an Activity Plan is finalized, it will be presented to the board and updates around the activities will be included in future board packets.

Public Comments: None

Adjourned: 6:45 PM

Motions:

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

Date: July 12, 2021

Executive Committee: (Chairman – President Nieman)

Attendance:

Committee: Trustees: Gallagher, Nieman, ~~Rettinger~~, Schreck, Smith, Venturi and Villarreal
Ex Officio: Jacobsen
Also Present: Kenney
Guests: None

Convened: 6:57 PM

Public Comments: None

Minutes:

President's Report

President Nieman opened a discussion for the board to consider conducting the board meetings in a space with better public access such the main level large program room. Director Jacobsen explained that the program rooms will soon be utilized for library programs and that the public meeting rooms are regularly booked and that utilizing these rooms for board meetings may create some conflicts. Director Jacobsen also explained that the location of the board meetings is posted on the building entrances to inform the public. Staff are also aware of the meeting location and are available to escort guests to the upper level Administrative Conference Room where the meetings are scheduled to be held.

Public Comments: None

Adjourned: 7:00 PM

Doug Nieman
Committee Chairman

Motions: