

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

**Date:** June 8, 2020

**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:** 7:27 PM

**Public Comments:** None

**Minutes:** Director Jacobsen provided the board with an overview of the Maintenance Ordinance (75 ILCS 5/3-4), which allows the library to levy an additional tax of .02% of the value of all the taxable property in the district using a backdoor referendum process. He explained that although this ordinance allows for the additional tax, it is not used unless the library reaches the tax cap. He also explained that it was recommended to him by a library attorney to pass this ordinance each year to establish a pattern just in the case it is ever desired by a Board. The board agreed to add the Maintenance Ordinance to the July board meeting agenda.

Director Jacobsen presented the Tentative Budget & Appropriation Ordinance to the board for review and discussion. He explained that the B&A Ordinance provides legal authority for the library district to allocate funds to specific spending activities. It also establishes the library's legal spending limit for the fiscal year. The appropriation is the upper limit that the library is permitted to spend in a budgetary line before returning to the board for an adjustment. He informed the board that slight adjustments were made to the legal, consultants, and utilities budgetary lines, which were highlighted in the draft provided.

The Board will adopt the B&A Ordinance at the July 13, 2020 board meeting in tentative form. The public hearing for the B&A is scheduled for Monday, August 24, 2020 at 6:30 PM.

**Public Comments:** None

**Adjourned:** 7:36 PM

**Attachments:** None

**Motions:** **Adopt Tentative Budget & Appropriation Ordinance**  
**Adopt Maintenance Ordinance**

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

**Date:** June 8, 2020

**Building & Grounds Committee:** (Chairman – Trustee Gallagher)

**Attendance:**

Committee: Trustees: Case Johnson, Gallagher, Gundrum, Nieman, O'Brien, Rettinger, and Venturi  
Ex Officio: Jacobsen  
Also Present: Binkley  
Guests: None

**Convened:** 7:37 PM

**Public Comments:** None

**Minutes:**

Building & Grounds

Trustee Gallagher asked if there were any updates to provide regarding interest in the the Grand Avenue property. Director Jacobsen stated he would contact realtor Rob Frank to discuss the status and he will report any updates to the board at the next board meeting.

**Public Comments:** None

**Adjourned:** 7:39 PM

**Motions:**

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

**Date:** June 8, 2020

**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:** 7:39 PM

**Public Comments:** None

**Minutes:** Director Jacobsen began the discussion regarding the potential for future closure due to COVID-19. He mentioned that if we enter Phase 4 of the Illinois Reopening Plans in the near future, that we anticipate all staff returning to normal shifts and begin to pay staff for hours worked vs. hours scheduled at that time.

The board discussed considerations in the event it becomes necessary to revert back to an earlier phase or closure again in the future. The board preferred to not pre-plan for that possibility at this point in time, but to continue to monitor the situation. They also expressed their willingness to continue to provide their support as future situations may arise.

**Public Comments:** None

**Adjourned:** 7:56 PM

**Motions:**