

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

**Date:** June 14, 2021

**Audit & Finance Committee:** (Chairman - Trustee Smith)

**Attendance:**

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

**Convened:** 7:51 PM

**Public Comments:** None

**Minutes:** Director Jacobsen provided the board with a brief overview of the budget and appropriation process. He explained that the process is designed to set the appropriated amount (upper limit) the library is able to spend per a budgetary category without returning to the board for explicit permission. Typically, the appropriated amount is 20% more that is budgeted in the various budgetary lines.

Director Jacobsen informed the board that the library's investment advisor, Lee Nysted, plans to attend the July board meeting to provide the board with an update on the investment accounts. President Nieman asked that the board submit questions they would like to ask Lee during the meeting to Director Jacobsen before the meeting.

**Public Comments:** None

**Adjourned:** 8:02 PM

**Attachments:** None

**Motions:**

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

**Date:** June 14, 2021

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

**Attendance:**

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

**Convened:** 8:02 PM

**Public Comments:** None

**Minutes:**

Building & Grounds

Director Jacobsen provided the board with an update on the ADA walking path. A meeting with Chicagoland Paving Contractors, the architect, the owner’s rep and Director Jacobsen is being held next week to review the project and discuss some minor details that need to be addressed.

Director Jacobsen also informed the board that one of the HVAC units at the Grand Ave. property is not working and will need to be repaired. Two quotes were received and McDonough Mechanical was chosen to complete the necessary repairs at a cost of \$11,900.

**Public Comments:** None

**Adjourned:** 8:04 PM

**Motions:**

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

**Date:** June 14, 2021

**Director's Report:** (Director Jacobsen)

**Attendance:**

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

**Convened:** 7:44 PM

**Public Comments:** None

**Minutes:** Director Jacobsen provided the board with an update on the library's response to COVID-19. He reported that staff who are fully vaccinated are no longer required to wear a face mask following the guidance provided by the CDC and IDPH. He also reported that meeting rooms, vending machines, and drinking fountains have reopened for use.

Director Jacobsen and the Leadership Team are currently evaluating adding other services such as in person programs and a phased approach to reopening the imaginative play area. At this time, the gaming rooms will remain closed.

**Public Comments:** None

**Adjourned:** 7:51 PM

**Motions:**

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

**Date:** June 14, 2021

**Executive Committee:** (Chairman – President Nieman)

**Attendance:**

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

**Convened:** 8:04 PM

**Public Comments:** None

**Minutes:** Executive Committee

Director Jacobsen informed the board of a slight revision made to the Patron Behavior Policy as a result of the recent update to the CDC and IDPH guidance regarding face coverings:

- The face covering requirement will ~~expire when~~ adjust as the Illinois Department of Public Health’s guidelines change.

Trustee Schreck opened a discussion for the board to consider regarding a change to the election of officers voting process. The current election of officers voting process stated within the Bylaws Policy (Article III, Section 2), allows for a roll call type voting process for the election of officers. Trustee Schreck explained that the board may want to consider changing to a sealed (secret) ballot type voting process. He provided a sample narrative to explain how the sealed process would be conducted. The consensus of the board was to consider making this revision to process within the board Bylaws Policy.

Director Jacobsen will discuss the consideration with the library attorney. If it is possible to amend the Bylaws to reflect this type of voting format, Director Jacobsen will draft a revision of the Bylaws Policy and present it to the board for their review and consideration at the July Executive Committee meeting.

**Public Comments:** None

**Adjourned:** 8:15 PM

**Motions:**

**Doug Nieman Committee Chairman**

A SPECIAL MEETING OF THE BOARD OF TRUSTEES  
OF THE LAKE VILLA DISTRICT LIBRARY, LAKE VILLA, IL  
WAS HELD ON JUNE 28, 2021

AT 140 N. Munn Rd., Lindenhurst, IL 60046

The special meeting of the Board of Library Trustees of the Lake Villa Public Library District, Lake County, Illinois, was held at 140 N. Munn Rd., Lindenhurst, Illinois, in said Public Library District. The meeting was called to order at 6:00 PM on the 28nd day of June, 2021, was called to order by President Nieman.

**ROLL CALL:** Secretary Rettinger called roll. The following Trustees answered present: Pat Gallagher, Doug Nieman, Kathleen Rettinger, Paul Schreck, Jarrod Smith, Barb Venturi, and Vanessa Villarreal. Also present: Director Jacobsen. Guests: Realtor Rob Frank and visitor Michael Leone.

**APPROVAL OF AGENDA:** TRUSTEE GALLAGHER MOVED TO APPROVE THE AGENDA AS PRESENTED. TRUSTEE SMITH SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-7; NAYS-0; ABSENT-0.

**PUBLIC COMMENTS:** Visitor Michael Leone voiced his opposition in regard to the board accepting the bid for the sale of the Grand Avenue property.

**NEW BUSINESS:** Consideration of Resolution 21-101 (Action)  
TRUSTEE SMITH MOVED TO APPROVE RESOLUTION 21-101, ACCEPTING THE BID FROM GRACE COMMUNITY BIBLE CHURCH IN THE AMOUNT OF \$1,250,000 FOR THE PURCHASE OF LIBRARY OWNED PROPERTY AT 1001 E. GRAND AVENUE AND TO APPROVE THE REAL ESTATE CONTRACT RELATING TO THE PURCHASE OF THE PROPERTY. TRUSTEE SCHRECK SECONDED THE MOTION. Trustee Smith stated that although the building sat vacant for quite some time, the constituents should know that selling the building to a church does not reflect a negative tax impact on the taxpayers as the library was also not paying taxes on the property. Having a new church and congregation within the community could potentially add more residents to the area as well. President Nieman stated that we have had the property on the market for quite a while. Following nearly two years of trying to sell the building and lowering the price a few times, the board feels that the library received the best price possible and the best price offered through the open bid process. The building is an asset that is being underutilized and it is a disservice to our constituents to continue to market the property with little interest shown. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: GALLAGHER, NIEMAN, RETTINGER, SCHRECK, SMITH, VENTURI, AND VILLARREAL; NAYS-0; ABSENT-0.

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**ADJOURNMENT:** There being no further business, at 6:07 PM TRUSTEE VENTURI MOVED AND TRUSTEE SMITH SECONDED THAT THE MEETING BE ADJOURNED. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-7; NAYS-0; ABSENT-0.

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Secretary Rettinger