

MINUTES JUNE 8, 2020

REGULAR MEETING NO. 12

The regular public meeting of the Board of the Library Trustees of the Lake Villa Public Library District, Lake County, Illinois, was held virtually via ZOOM due to the stay at home order issued under the Executive Order in response to COVID-19. The meeting was called to order at 6:37 PM on the 8th day of June 2020, by President Gundrum.

Note, due to the virtual meeting format, all votes taken were by a roll call vote.

ROLL CALL: Secretary Rettinger called roll. The following Trustees answered present: Felicia Case Johnson, Pat Gallagher, Tony Gundrum, Doug Nieman, Kathleen Rettinger, and Barb Venturi. Absent: Terry O'Brien. Also present: Director Mikael Jacobsen and Administrative Services Manager Julie Binkley.

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

PUBLIC COMMENTS: Director Jacobsen stated that he received a phone call from a patron expressing his concern that a 4-way stop should be considered at the entrance of the library. He requested that the board consider supporting this request, and to possibly discuss it with the Village of Lindenhurst. President Gundrum will contact the Mayor of Lindenhurst to discuss the request.

APPROVAL OF MINUTES: TRUSTEE NIEMAN MOVED TO APPROVE THE BOARD MEETING MINUTES OF MAY 11, 2020. TRUSTEE CASE JOHNSON SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: O'BRIEN.

TRUSTEE NIEMAN MOVED TO APPROVE THE AUDIT & FINANCE, EXECUTIVE COMMITTEE AND PRESIDENT'S REPORT MEETING MINUTES OF MAY 11, 2020. TRUSTEE GALLAGHER SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: O'BRIEN.

PRESENTATION OF BILLS: June disbursements were presented in the amount of \$149,932.10. May payroll was \$104,867.66.

TREASURER'S REPORT: Account balances as of May 31, 2020 were as follows: First Midwest Bank Account=\$261,914.93; Schwab Investment Account=\$6,886,513.83; Schwab Short Term Account=\$3,934,444.73. Real estate taxes in the amount of \$359,058.64 and replacement property taxes in the amount of \$2,072.91 were also received in May.

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

TRUSTEE NIEMAN MOVED TO TRANSFER \$250,000 FROM THE SCHWAB ACCOUNT TO THE FIRST MIDWEST BANK ACCOUNT TO COVER SALARIES FOR MAY AND DISBURSEMENTS FOR JUNE. TRUSTEE GALLEGHER SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: O'BRIEN.

COMMITTEE  
REPORTS:

Executive Committee - President's Report – President Gundrum

President Gundrum stated that he and Treasurer Venturi visited the library recently and that Director Jacobsen provided them with an overview of the curbside service operation. President Gundrum stated the service seems very efficient and complimented staff for their efforts in implementing a well-planned procedure.

Audit & Finance – Trustee Venturi

Director Jacobsen reported that he has been added as an official signatory on the Schwab and First Midwest accounts.

Building & Grounds -Trustee Gallagher

Director Jacobsen reported that the sink hole near the main entrance of the library has been repaired. The area is still being tested to determine if there are any additional concerns within the area that may need to be addressed.

Friends – Trustee Gundrum

Nothing to report.

Director's Report

Director Jacobsen reported on the following:

- He asked the board for their input on the format for the director's report. Specifically, if they prefer that all meetings be included in the report. The board agreed that he should only include meetings of significant value.
- Curbside service and material returns are up and running and the operation is running smoothly.
- The summer reading program is underway.

COMMUNICATIONS:

The Communication folder consisted of:

- An article entitled "*Despite Closed Doors, Area Libraries Strive to Serve Patrons,*" that was recently published in the Lake County Journal.

UNFINISHED  
BUSINESS:

None.

NEW BUSINESS:

Approve Proposed Salary Pay Scale (Action)

TRUSTEE NIEMAN MOVED TO APPROVE THE PROPOSED SALARY PAY SCALE FOR FISCAL YEAR 2020/2021 AS PRESENTED AND REVIEWED AT THE MAY 11, 2020 COMMITTEE MEETING. TRUSTEE CASE JOHNSON SECONDED THE MOTION. UPON BEING PUT TO A ROLL VOTE, THE MOTION CARRIED. AYES-6: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: O'BRIEN.

Approve Working Budget (Action)

TRUSTEE NIEMAN MOVED TO APPROVE THE WORKING BUDGETED FOR FISCAL YEAR 2020/2021 AS PRESENTED AT THE APRIL 27 AND MAY 11, 2020 COMMITTEE MEETINGS. TRUSTEE VENTURI SECONDED THE MOTION. UPON BEING PUT TO A ROLL VOTE, THE MOTION CARRIED. AYES-6: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: O'BRIEN.

Approve Non-Resident Fee (Action)

TRUSTEE GALLAGHER MOVED TO APPROVE THE NON-RESIDENT FEE OF \$390 AS PRESENTED AT THE MAY 11, 2020 COMMITTEE MEETING. TRUSTEE NIEMAN SECONDED THE MOTION. UPON BEING PUT TO A ROLL VOTE, THE MOTION CARRIED. AYES-6: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: O'BRIEN.

Trustee Appointment of Secretary's Audit

Trustee Nieman and Trustee Venturi volunteered to perform the Secretary's Audit of reviewing the board meeting minutes for fiscal year 2019/2020 after the July Board meeting is held.

Semi-Annual Review of Executive Session Meeting Minutes (Action)

TRUSTEE NIEMAN MOVED NOT TO RELEASE THE DECEMBER 12, 2016, DECEMBER 11, 2017, FEBRUARY 10, 2020, MARCH 16, 2020 AND MARCH 17, 2020 EXECUTIVE SESSION MEETING MINUTES, AND TO DESTROY ALL EXECUTIVE SESSION RECORDINGS RECORDED PRIOR TO DECEMBER 2018. TRUSTEE CASE JOHNSON SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: O'BRIEN.

Approve Revised Reference Policy (Action)

TRUSTEE NIEMAN MOVED TO APPROVE THE REVISED REFERENCE POLICY AS REVIEWED AND DISCUSSED AT THE MAY 11, 2020 EXECUTIVE COMMITTEE MEETING. TRUSTEE VENTURI SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: O'BRIEN.

Approve FY20/21 Board Meeting Schedule (Action)

TRUSTEE GALLAGHER MOVED TO APPROVE THE FY20/21 BOARD MEETING SCHEDULE AS PRESENTED AND REVIEWED AT THE MAY 11, 2020 COMMITTEE MEETING. TRUSTEE NIEMAN SECONDED THE MOTION. The board briefly discussed the request made by Trustee O'Brien to consider revising the board meeting schedule. Due to Trustee O'Brien's absence at the meeting, the discussion was postponed and will be revisited at a later date. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: O'BRIEN.

Set Date for Budget & Appropriation Hearing (Action)

TRUSTEE NIEMAN MOVED TO SET THE MEETING DATE FOR THE BUDGET & APPROPRIATION HEARING FOR AUGUST 24, 2020 AT 6:30 PM. TRUSTEE RETTINGER SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION

CARRIED. AYES-6: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: O'BRIEN.

PUBLIC COMMENTS: None.

ADJOURNMENT: There being no further business, at 7:24 PM, TRUSTEE GALLAGHER MOVED AND TRUSTEE NIEMAN SECONDED THAT THE MEETING BE ADJOURNED. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: O'BRIEN.

The next regular Board Meeting is scheduled for 6:30 PM, July 13, 2020.

---

Secretary