

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

Date: March 8, 2021

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: PM

Public Comments: None

Minutes: Director Jacobsen reminded the board of the upcoming A&F Committee Meeting that is scheduled for Monday, April 26, 2021 at 6:30pm. Director Jacobsen will present a draft of the preliminary budget for fiscal year 21/22 at this meeting.

Director Jacobsen also informed the board that he recently discussed the early bond payment option with the library's attorney. The attorney explained that it will be necessary for the board to pass an ordinance to allow the library to spend money from the Special Reserve Fund to pay off the building bond early in 2027. Although the board will decide whether this is the appropriate use of these funds at that time, proceeding with passing the ordinance will allow for the possibility. It will also allow for the board to earmark funds already in the Special Reserve Fund and eliminate the need to transfer funds to the Bond & Interest Fund over the next 6 years.

Public Comments: None

Adjourned: 8:03 PM

Attachments: None

Motions: **Adopt an Ordinance Allowing Funds Held in Special Reserve Fund to be Used for Early Bond Payment Option**

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

Date: March 8, 2021

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: 7:42 PM

Public Comments: None

Minutes:

Building & Grounds

Trustees Rettinger and Gallagher provided the board with an update on the progress made by the Art Committee. A building walk-thru was recently conducted with the committee to identify areas within the library to display artwork. A press release was also published to announce that the library is seeking proposals from local artist living within the Lake Villa Township. The deadline for submissions is June 30, 2021.

Public Comments: None

Adjourned: 7:45 PM

Motions:

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

Date: March 8, 2021

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: 7:35 PM

Public Comments: None

Minutes: Director Jacobsen provided the board with an update on the strategic planning process. He reported that 518 responses were received from the community survey, and 41 responses for the board and staff survey. Amanda Standerfer will be at the library conducting patron focus groups on March 8, 9, and 11.

All the survey, focus group, statistical and demographic data will be combined into a learning report which will be provided to the board before the strategic planning retreat meeting that is scheduled for April 14 at 4:30 pm at the library.

Director Jacobsen asked for the library Foundation to once again support the Summer Reading Program by providing up to a \$2,000 donation to the Lake Villa Township Food Pantry based on participation by the community. The consensus of the board was to support this cause.

Public Comments: None

Adjourned: 7:39 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: March 8, 2021

Executive Committee: (Chairman – President Gundrum)

Attendance:

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

Convened: 7:46 PM

Public Comments: None

Minutes: Executive Committee

The board reviewed the new Video Surveillance Policy. Director Jacobsen will have the new policy reviewed by the library attorney. Additional edits made to the policy will be presented to the board at the April executive committee meeting. The Freedom of Information Act Policy and Displays and Exhibits Policy were also reviewed.

Approval of the revised policies will be made at the April board meeting.

Public Comments: None

Adjourned: 7:53 PM

Motions: **Approve revised Freedom of Information Act Policy**
Approve revised Displays and Exhibits Policy

Anthony Gundrum
Committee Chairman

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

Date: March 8, 2021

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

Attendance:

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

Convened: 7:53 PM

Public Comments: None

Minutes:

President's Report

President Gundrum appointed Trustee Nieman and Trustee Rettinger to lead the efforts in conducting the Library Director's evaluation process.

Board members will be sent an evaluation form to complete for Director Jacobsen. Completed evaluation forms should be submitted to Trustee Rettinger by March 22. Trustee Rettinger will compile the results and share the information with the board at the April meeting.

Public Comments: None

Adjourned: 7:56 PM

**Anthony Gundrum
Committee Chairman**