

MINUTES MARCH 9, 2020

REGULAR MEETING NO. 9

The regular public meeting of the Board of the Library Trustees of the Lake Villa Public Library District, Lake County, Illinois, held at 140 N. Munn Rd., Lindenhurst, Illinois, in said Public Library District at 6:30 PM on the 9th day of March 2020, was called to order by President Gundrum.

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 Andy Lentine and Administrative Services Manager Julie Binkley. Guests: Financial Advisor Lee Nysted.

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

PUBLIC COMMENTS: None.

PRESENTATION: Schwab financial advisor Lee Nysted provided the board with an overview on the performance of the library's investment portfolio.

APPROVAL OF MINUTES: TRUSTEE NIEMAN MOVED TO APPROVE THE BOARD MEETING MINUTES OF FEBRUARY 10, 2020. TRUSTEE CASE JOHNSON SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: O'BRIEN.

TRUSTEE GALLAGHER MOVED TO APPROVE THE EXECUTIVE COMMITTEE MEETING MINUTES AND PRESIDENT'S REPORT MEETING MINUTES OF FEBRUARY 10, 2020. TRUSTEE RETTINGER SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: O'BRIEN.

PRESENTATION OF BILLS: March disbursements were presented in the amount of \$837,800.56. February payroll was \$107,457.75.

TREASURER'S REPORT: Account balances as of February 29, 2020 were as follows: First Midwest Bank Account=\$342,083.16; Schwab Investment Account=\$7,801,220.93; Schwab Short Term Account=\$4,273,971.11. Real estate taxes in the amount of \$8,545.93 were also received in February.

APPROVAL OF BILLS: TRUSTEE GALLAGHER MOVED TO APPROVE THE BILLS AND TREASURER'S REPORT AS PRESENTED. TRUSTEE NIEMAN 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 \$950,000 FROM THE SCHWAB ACCOUNT TO THE FIRST MIDWEST BANK ACCOUNT TO COVER SALARIES FOR FEBRUARY AND DISBURSEMENTS FOR MARCH. 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.

COMMITTEE  
REPORTS:Executive Committee - President's Report – President Gundrum

Nothing to report.

Audit & Finance – Trustee Venturi

Nothing to report.

Building & Grounds -Trustee Gallagher

Nothing to report.

Friends – Trustee Gundrum

President Gundrum reported that he and Director Lentine recently met with the officer's of the Friends group to address their questions and concerns regarding book sales and space issues. They discussed possible options to consider such as reorganizing the room layout; the possibility of conducting "in-room" book sales; offering \$5 book bag sales to help move inventory; consider adding shelving to the lower level stairwell for a children's book sale area; and potential options for discards such as Better World Books.

President Gundrum also mentioned that Lynn Firman, head of circulation services, will begin attending the Friend's meetings as the LVDL staff liaison. He also mentioned that one of the Friend's members expressed their interest in the Friends board president position.

Director's Report

Director Lentine reported on the following:

- Provided the board with a recap of the Night at the Library Foundation event.
- Informed the board that she and the management team will be reviewing an Influenza/Pandemic Response Level Plan document to implement. Once reviewed, a draft of the document will then be provided to staff and the board. This document will identify the various response levels and outline the procedures to follow in the event the situation with the Covid-19 virus escalates in this area.
- The new building was one of the libraries featured in the recent issue of the ILA Reporter magazine. Although LVDL didn't make the cover, we are certainly proud to be one of the libraries featured in this issue.

## COMMUNICATIONS:

The Communication folder consisted of:

- ◆ A thank you letter from the Lake Villa Historical Society expressing their appreciation for the assistance in transferring documents to the historical museum.
- ◆ A thank you note from the Independence Center expressing their appreciation for the items donated to them from the old building.
- ◆ A thank you note from the fire chief for the use of meeting room space in the new facility recently.

UNFINISHED  
BUSINESS:

Trustee Nieman asked if there were any updates on the Grand Avenue property. Director Lentine reported that Rob Frank informed her that the property was recently visited by an interested party, however, no offer has been received as this time.

NEW BUSINESS: Approve Closing Library – Staff Development Day (Action)  
TRUSTEE NIEMAN MOVED TO APPROVE CLOSING THE LIBRARY ALL DAY ON FRIDAY, APRIL 24, 2020 TO CONDUCT STAFF DEVELOPMENT DAY. TRUSTEE VENTURI SECONDED THE MOTION, UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: O'BRIEN.

Adopt Capital Asset Policy (Action)  
TRUSTEE NIEMAN MOVED TO ADOPT THE CAPITAL ASSET POLICY AS PRESENTED AND REVIEWED AT THE FEBRUARY 10, 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.

PUBLIC COMMENTS: None.

ADJOURNMENT: There being no further business, at 7:12 PM, TRUSTEE GALLAGHER MOVED AND TRUSTEE NIEMAN SECONDED THAT THE MEETING BE ADJOURNED. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: O'BRIEN. The next regular Board Meeting is scheduled for 6:30 PM, April 13, 2020.

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Secretary