

MINUTES MAY 11, 2020

REGULAR MEETING NO. 11

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 6:32 PM on the 11th day of May 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, Terry O'Brien, Kathleen Rettinger, and Barb Venturi. Also present: Director Andy Lentine, Director Mikael Jacobsen, and Administrative Services Manager Julie Binkley.
APPROVAL OF AGENDA:	TRUSTEE NIEMAN MOVED TO APPROVE THE AGENDA AS PRESENTED. TRUSTEE O'BRIEN SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER AND VENTURI; NAYS-0; ABSENT-0.
PUBLIC COMMENTS:	None.
APPROVAL OF MINUTES:	TRUSTEE NIEMAN MOVED TO APPROVE THE BOARD MEETING MINUTES OF APRIL 13, 2020. TRUSTEE RETTINGER SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER AND VENTURI; NAYS-0; ABSENT-0.
	TRUSTEE NIEMAN MOVED TO APPROVE THE PRESIDENT'S REPORT MEETING MINUTES OF APRIL 13, 2020 AND THE AUDIT & FINANCE COMMITTEE MEETING MINUTES OF APRIL 27, 2020. TRUSTEE O'BRIEN SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER AND VENTURI; NAYS-0; ABSENT-0.
PRESENTATION OF BILLS:	May disbursements were presented in the amount of \$472,854.10. April payroll was \$104,997.92.
TREASURER'S REPORT:	Account balances as of April 30, 2020 were as follows: First Midwest Bank Account=\$217,672.59; Schwab Investment Account=\$7,125,403.90; Schwab Short Term Account=\$3,912,724.55. Replacement property taxes in the amount of \$3,242.34 were also received in April.
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-7: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER AND VENTURI; NAYS-0; ABSENT-0.

TRUSTEE NIEMAN MOVED TO TRANSFER \$600,000 FROM THE SCHWAB ACCOUNT TO THE FIRST MIDWEST BANK ACCOUNT TO COVER SALARIES FOR APRIL AND DISBURSEMENTS FOR MAY. TRUSTEE RETTINGER SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER AND VENTURI; NAYS-0; ABSENT-0.

COMMITTEE
REPORTS:

Executive Committee - President's Report – President Gundrum

Nothing to report.

Audit & Finance – Trustee Venturi

Director Lentine reported that she and Administrative Services Manager Binkley recently conducted an entrance conference call with auditor representatives from Lauterbach & Amen. The purpose of the meeting was to review the upcoming annual audit process and to also set the tentative audit schedule. The presentation of the annual audit will be on the November board meeting agenda.

Building & Grounds -Trustee Gallagher

Nothing to report.

Friends – Trustee Gundrum

Nothing to report.

Director's Report

Director Lentine thanked the board for the privilege of allowing her to lead LVDL over the last nine years. She stated how proud she is of the many accomplishments that have been achieved and she also expressed her appreciation for all the efforts of the tremendous staff at LVDL. The board congratulated Director Lentine on her significant efforts in leading the organization and extended their best wishes to her in her retirement.

Director Lentine also reported on the following:

- Provided the board with an update on the vandalism that occurred recently to the benches located outside main entrance area. Director Lentine informed the board that the police recently encountered the individuals responsible for the damages to the benches while they were in the act of skateboarding on the benches. The police issued a criminal trespassing warning to the individuals involved. Director Lentine requested guidance from the board on how they would like to proceed with handling this situation. The board agreed to pursue pressing charges against the individuals involved in causing the damage to the benches, in the event it occurs again in the future. Director Lentine also reported that we are currently investigating options to repair the damage and considerations for protecting them from future damage.
- Sink hole – unfortunately a sink hole has recently formed in the driveway area near the main entrance of the building. The excavating company responsible for completing the work at the site intends to investigate the area in the near future in order to determine if there is any additional damage in the

- surrounding area of the sink hole. It does appear that the area may not have been properly compacted when the work was completed. Necessary repairs to the area should be completed within the next few weeks.
- Re-opening plans – we continue to work on establishing re-opening plans with the anticipation of the first phase including material pick-up and material return services. We are awaiting guidance on the ability to begin offering these services, as well as guidance on the proper handling of returned materials. We are also obtaining all the necessary safety requirements in order to provide personal protective equipment for staff to use when they are able to return to work including the installation of protective shields on all public service desks.

COMMUNICATIONS: The Communication folder consisted of:

- A thank you card for the Lake County Clerks Office expressing their appreciation to LVDL for being a voting site during the recent election.

UNFINISHED
BUSINESS: None.

NEW BUSINESS: Approve Snow Plowing Contract (Action)
TRUSTEE GALLAGHER MOVED TO APPROVE THE SNOW PLOWING CONTRACT FROM GREAT LAKES PROPERTY LOGISTICS FOR A RATE OF \$10,720 FOR THE 2020/2021 SEASON. TRUSTEE VENTURI SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER AND VENTURI; NAYS-0; ABSENT-0.

Approve StudioGC Contract (Action)
TRUSTEE NIEMAN MOVED TO APPROVE STUDIOGC CONTRACT TO PERFORM ARCHITECTURAL SERVICES FOR THE ADDITION OF AN ADA COMPLIANT WALKING PATH IN THE AMOUNT OF \$17,850. TRUSTEE GALLAGHER SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER AND VENTURI; NAYS-1: CASE JOHNSON; ABSENT-0.

Discussion – Potential for Continued Emergency Closure – COVID-19
The board discussed the potential for the continuation of the library closure due to COVID-19. The consensus of the board was to support the continuation of compensation to staff through the end of June with the anticipation that staff will continue to work from home and return to work once they are allowed to do so.

PUBLIC COMMENTS: None.

ADJOURNMENT: There being no further business, at 7:22 PM, TRUSTEE GALLAGHER MOVED AND TRUSTEE O'BRIEN SECONDED THAT THE MEETING BE ADJOURNED. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER AND VENTURI; NAYS-0; ABSENT-0.

The next regular Board Meeting is scheduled for 6:30 PM, June 8, 2020.

Secretary