

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

Date: May 17, 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: 7:13 PM

Public Comments: None

Minutes: Director Jacobsen provided the board with an overview of the following:

- FY21/22 Working Budget and Proposed Salary Pay Scale updates
- Library Ordinances 21-102, 21-103, 21-104 – to allow for the transfer of funds from Operations to the Audit, Public Liability and IMRF Funds.
- Developer Donation Schedule FY21/22 – non-voting matter
- Non-Resident Library Card Purchase Fee FY21/22

Approval of said items will be on the June board meeting agenda.

Public Comments: None

Adjourned: 7:18 PM

Attachments: None

Motions: **Approve FY21/22 Working Budget and Proposed Salary Pay Scale**
Approve Ordinances 21-102, 21-103, 21-104
Approve Non-Resident Library Card Purchase Fee FY21/22

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

Date: May 17, 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: 7:18 PM

Public Comments: None

Minutes:

Building & Grounds

Director Jacobsen provided the board with an update on the status of the ADA walking path. The pathway is complete and the sod surrounding the pathway has been planted. We are very happy with the results of the project and with the performance provided by Chicagoland Paving Contractors.

Director Jacobsen also reported that we are very pleased with the service provided thus far by our new landscaping service provider Landscape Concepts. They seem to be on top of maintaining the property.

Director Jacobsen also provided the board with an overview of the information that was provided to the board regarding the sale process for the Grand Ave. property, which included a memo from the library's attorney detailing the bid process, the contract for bidders, and the publication for the notice of public sale of the property that will be advertised.

Sealed bids will be accepted on June 2 up to 12:00 pm, and will be publicly opened and read at 12:30 pm. The board will review the bidders during an executive session at the June or July board meetings.

Public Comments: None

Adjourned: 7:29 PM

Motions:

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

Date: May 17, 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: 7:06 PM

Public Comments: None

Minutes: Director Jacobsen provided the board with an update on the library's response to COVID-19. He reported on the return of services such as study rooms available for use, tables and seating returning throughout the library, and library usage time limits being removed.

Director Jacobsen also mentioned that we are following the recent guidance provided by the CDC and IDPH regarding face masks. The library requires all unvaccinated visitors to wear a face mask, including children between the ages of 2-12. Staff will continue to wear mask until more guidance is available.

Director Jacobsen and the Leadership Team will continue to monitor COVID-19 metrics and adjust services as necessary with the goal to open as completely as possible while being safe for staff and patrons.

Public Comments: None

Adjourned: 7:12 PM

Motions:

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

Date: May 17, 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: 7:28 PM

Public Comments: None

Minutes:

President's Report

Director Jacobsen presented the tentative Board/Committee Meeting Schedule for FY21/22.

The board discussed changing the start time of the board meetings for FY 21/22. The consensus of the board was to move the start time of the board meetings up from 6:30pm to 6:00pm beginning with the July 12 board meeting.

Approval of the Board/Committee Meeting Schedule will be on the June board meeting agenda.

Public Comments: None

Adjourned: 7:30 PM

Anthony Gundrum
Committee Chairman

Motions: **Approve FY21/22 Board Meeting Schedule**