

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

Date: November 11, 2019

Director's Report: (Director Lentine)

Attendance:

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

Convened: 7:47 PM

Public Comments: None

Minutes: Director's Report

Director Lentine explained the requirements for the Illinois Public Library Per Capita and Equalization Aid Grant Application that need to be completed by January 15, 2020. Among the requirements is a review of Chapter 3, "Personnel" of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014."

In addition, the Board is to review Chapters 11-14 and all appendices of the "Trustee Facts File 3rd Edition," which can be found at:

<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

Director Lentine asked the Board to please look over these publications before the December Board meeting. Director Lentine will prepare and send out a report prior to the meeting that will summarize what practices or policies that need to be addressed in the forthcoming year.

Public Comments: None

Adjourned: 7:49 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: November 11, 2019

Executive Committee: (Chairman – President Gundrum)

Attendance:

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

Convened: 7:49 PM

Public Comments: None

Minutes:

Executive Committee

Director Lentine provided the Board with an overview of recommended revisions to the Personnel Policy Manual. Approval of the revised Personnel Policy Manual will be on the December Board meeting agenda.

The Board also revisited the discussion regarding the annual Night at the Library Foundation event. After much discussion, the consensus of the Board was to proceed with making arrangements to have the event. The Board also discussed eliminating or simplifying certain aspects of the event in order to minimize the impact on staff. The tentative date for the event is Friday, February 21, 2020, pending the availability of key participants for the event.

Public Comments: None

Adjourned: 8:05 PM

Motions: **Approve Revised Personnel Policy Manual**

Anthony Gundrum
Committee Chairman