

REGULAR MEETING NO. 5

The regular public meeting of the Board of the Library Trustees of the Lake Villa Public Library District, Lake County, Illinois, was held at 140 N. Munn Rd., Lindenhurst, Illinois, in said Public Library District. The meeting was called to order at 6:00 PM on the 8th day of November 2021, by President Nieman.

- ROLL CALL: Secretary Pro Tem Venturi called roll. The following Trustees answered present: Pat Gallagher, Doug Nieman, Paul Schreck, Jarrod Smith, and Barbara Venturi. Absent: Kathleen Rettinger and Vanessa Villarreal. Also present: Director Mikael Jacobsen and Administrative Services Manager Julie Binkley. Guests: Lauterbach & Amen representative Ann Scales.
- APPROVAL OF AGENDA: TRUSTEE SCHRECK MOVED TO APPROVE THE AGENDA AS PRESENTED. TRUSTEE GALLAGHER SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-5; NAYS-0; ABSENT-2: RETTINGER AND VILLARREAL.
- PUBLIC COMMENTS: None.
- AUDIT PRESENTATION: Lauterbach & Amen representative Ann Scales provided the Board with a high level overview of the 2021 Annual Financial Report and audit. She reported that no significant control deficiencies were identified during the audit.
- CONSENT AGENDA ITEMS: PRESIDENT NIEMAN PRESENTED THE CONSENT AGENDA ITEMS AND THE BOARD ADOPTED THE ITEMS.
- APPROVAL OF MINUTES
- i. October 11, 2021 Board Meeting Minutes
  - ii. October 11, 2021 Audit & Finance, Building & Grounds, Executive Committee and President's Report Meeting Minutes
  - iii. October 25, 2021 Special Board Meeting Minutes
- PRESENTATION OF BILLS: November disbursements were presented in the amount of \$492,391.04. October payroll was \$116,017.97.
- TREASURER'S REPORT: Account balances as of October 31, 2021 were as follows: First Midwest Bank Account=\$600,036.97; Schwab Investment Account=\$10,915,483.14; Schwab Short Term Account=\$4,112,353.97. Real estate taxes in the amount of \$475,537.12; replacement property taxes in the amount of \$6,559.81; impact fees from the Village of Lindenhurst in the amount of \$400; and income received from the Grand Avenue property sale in the amount of \$1,134,505.13 were also received in October.
- TRANSFER: A TRANSFER OF \$595,000 FROM THE SCHWAB ACCOUNTS TO THE FIRST MIDWEST BANK ACCOUNT TO COVER SALARIES FOR OCTOBER AND DISBURSEMENTS FOR NOVEMBER.
- APPROVAL OF CONSENT AGENDA ITEMS: TRUSTEE SCHRECK MOVED TO APPROVE THE CONSENT AGENDA ITEMS. TRUSTEE GALLAGHER SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES- 5: GALLAGHER, NIEMAN, SCHRECK, SMITH, AND VENTURI; NAYS-0; ABESENT-2: RETTINGER AND VILLARREAL.

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

Nothing to report.

Audit & Finance – Trustee Smith

Nothing to report.

Building & Grounds -Trustee Gallagher

Nothing to report.

Friends – Trustee Villarreal

Director Jacobsen mentioned that Trustee Villarreal may have to step back as the Friends liaison. If anyone is interested in this role, they should inform President Nieman.

Director's Report

Director Jacobsen highlighted the following items from the Director's Report:

- Beginning to re-introduce in person library programs.
- Rachel Quan was selected for the Assistant Circulation Manager position.
- Interviews for the Adult Services Outreach Specialist position were conducted and a candidate was selected.
- The Per Capita Grant application has been submitted as required.

## COMMUNICATIONS:

The Communication folder consisted of:

- An email message from a patron requesting the board to consider an agenda item for a future board meeting.

UNFINISHED  
BUSINESS:

1001 E. Grand Avenue Sale Update – the sale of the property is complete. All funds have been received and transferred into the investment account.

## NEW BUSINESS:

Approve Fiscal Year 2020-2021 Annual Financial Report and Audit (Action)

TRUSTEE SMITH MOVED TO APPROVE FISCAL YEAR 2020-2021 ANNUAL FINANCIAL REPORT AND AUDIT AS PRESENTED. TRUSTEE SHCRECK SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES- 5: GALLAGHER, NIEMAN, SCHRECK, SMITH, AND VENTURI; NAYS-0; ABESENT-2: RETTINGER AND VILLARREAL.

Approve Annual Statement of Receipts and Disbursements (Action)

TRUSTEE SMITH MOVED TO APPROVE THE ANNUAL STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR JULY 1, 2020 – JUNE 30, 2021. TRUSTEE GALLAGHER SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES- 5: GALLAGHER, NIEMAN, SCHRECK, SMITH, AND VENTURI; NAYS-0; ABESENT-2: RETTINGER AND VILLARREAL.

Approve Revised Library Card Policy (Action)

TRUSTEE GALLAGHER MOVED TO APPROVE THE REVISED LIBRARY CARD POLICY AS PRESENTED AND DISCUSSED AT THE OCTOBER 11, 2021 EXECUTIVE COMMITTEE MEETING. TRUSTEE VENTURI SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-5; NAYS-0; ABSENT-2: RETTINGER AND VILLARREAL.

Approve Director Extended Leave Plan (Action)

TRUSTEE SCHRECK MOVED TO APPROVE THE DIRECTOR EXTENDED LEAVE PLAN AS PRESENTED AND DISCUSSED AT THE OCTOBER 11, 2021 COMMITTEE MEETING. TRUSTEE SMITH SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-7; NAYS-0; ABSENT-2: RETTINGER AND VILLARREAL.

PUBLIC COMMENTS: None.

ADJOURNMENT: There being no further business, at 6:39 PM, TRUSTEE VENTURI MOVED AND TRUSTEE SMITH SECONDED THAT THE MEETING BE ADJOURNED. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-5; NAYS-0; ABSENT-2: RETTINGER AND VILLARREAL.

The next regular Board Meeting is scheduled for 6:00 PM, December 13, 2021.

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Secretary