

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

Date: November 8, 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: 6:43 PM

Public Comments: None

Minutes:

Public Comments: None

Adjourned: 6:48 PM

Attachments: None

Minutes: Director Jacobsen reported on the status of the position benchmarking analysis project that we are currently working on with HR Source. HR Source has completed their analysis of the positions and provided a recommended pay grade structure. The recommended structure aligns very closely with our current pay structure, but also provides recommendations for us to consider for realigning a few positions based on the results on the data that was benchmarked in their analysis.

We are currently in the process of thoroughly reviewing the information. We anticipate providing the board with additional information during the December board meeting, at which time, a draft of a newly created Compensation Philosophy and Policy will also be presented for review.

Trustee Smith mentioned that he recently met with Director Jacobsen and Administrative Services Manager Binkley to discuss the approach used for reporting investment interest income. In the future, the net unrealized and realized investment gain(loss) will be included on the Treasurer's Report.

Public Comments: None

Adjourned: 6:48 PM

Attachments: None

Motions:

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

Date: November 8, 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: 6:48 PM

Public Comments: None

Minutes: Building & Grounds

Director Jacobsen provided the board with the schedule for the interviews that are scheduled with the Landscape Architect Firms on November 29, 2021. The interviews will be held in the Youth Services Program Room with the first beginning at 4:30 pm.

Director Jacobsen also reported that additional workspaces are being added to the Youth Services workroom and Communications workroom in the near future. Additional shelving has been also been added to Youth Services area, and vinyl coverings were recently installed in the Youth Services study rooms.

Public Comments: None

Adjourned: 6:54 PM

Motions:

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

Date: November 8, 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: 6:40 PM

Public Comments: None

Minutes:

Director Jacobsen provided the board with an overview of the approach used for how the library evaluates and chooses which programs to present. He explained that primary considerations are the type of program, anticipated audience, the information being presented, and the credentials, recommendations, and reputation of the program presenters.

Public Comments: None

Adjourned: 6:43 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: November 8, 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: 6:54 PM

Public Comments: None

Minutes: Executive Committee

Library Lobby Table Policy – the board reviewed and discussed the draft of the newly created policy. After much discussion, the board determine to hold off on implementing the new policy at this time in order to gather additional data to determine if it is necessary to implement said policy.

Personnel Policy Manual (PPM) revisions – an overview of the revisions made to the PPM during 2021 was provided. The revised PPM will be approved at the December board meeting.

Staff Dress Code Policy – recommendation to eliminate the separate Staff Dress Code Policy as the policy is included as part of the Personnel Policy Manual. The board agreed to eliminate the separate policy.

Authority to Spend Policy – the policy was reviewed with no revisions being made to it at this time.

Public Comments: None

Adjourned: 7:13 PM

Motions: **Approve Revised Personnel Policy Manual**

Doug Nieman Committee Chairman

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

Date: November 8, 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: 7:13 PM

Public Comments: None

Minutes: President Nieman informed the board regarding the purpose of his recent request for Director Jacobsen to provide the board with an 18-month review on his performance as the Library Director. He also explained that the Director's current contract expires in May 2022. In the coming months, the board will evaluate if the Director's contract will be renewed, the terms of the contract, or to consider the option of changing the status of the position to an "at will" employee. President Nieman also mentioned that in the coming months, he will request that a few board members volunteer to oversee the Library Director's evaluation process.

Adjourned: 7:15 PM

Doug Nieman
Committee Chairman

Motions:

A SPECIAL MEETING OF THE BOARD OF TRUSTEES
OF THE LAKE VILLA DISTRICT LIBRARY, LAKE VILLA, IL
WAS HELD ON NOVEMBER 29, 2021

AT 140 N. Munn Rd., Lindenhurst, IL 60046

The special meeting of the Board of 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. The meeting was called to order at 4:30 PM on the 29th day of November, 2021 by President Nieman.

ROLL CALL: Secretary Rettinger called roll. The following Trustees answered present: Pat Gallagher, Doug Nieman, Kathleen Rettinger, Paul Schreck, Barb Venturi, and Vanessa Villarreal. Absent: Jarrod Smith. Also present: Director Mikael Jacobsen, Administrative Services Manager Julie Binkley, Facility Manager Kevin Knodel and StudioGC Architect Darren Schretter.

APPROVAL OF AGENDA: TRUSTEE VENTURI 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: SMITH.

PUBLIC COMMENTS: None.

Trustee Smith arrived at 4:39 pm.

NEW BUSINESS: Landscape Architecture Firm Interviews
The board conducted interviews with three landscape architecture firms that were selected as a result of the recent request for qualifications process. The firms interviewed were: Hitchcock Design Group (represented by Dave Frigo, Andy Howard, and David Kraft of Hey & Associates); Site Design Group (represented by Bradley McCauley, Brenda Kiesgen, and Mitchell Murdock); and Teska Associates (represented by Jodi Mariano). The format of the interviews included introductions, a presentation by the firm, and a board lead Q&A segment. Once the interviews were complete, the board reviewed and discussed the potential candidates.

Selection of Landscape Architecture Firm (Action)
TRUSTEE SCHRECK MOVED TO SELECT HITCHCOCK DESIGN GROUP AS THE LANDSCAPE ARCHITECTURE FIRM CHOSEN TO NEGOTIATE INTO A CONTRACT WITH THE LIBRARY TO CREATE THE OUTDOOR SPACE MASTER PLAN. TRUSTEE SMITH SECONDED THE MOTION.

November 29, 2021
15A

UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED.
AYES-7: GALLAGHER, NIEMAN, RETTINGER, SCHRECK, SMITH,
VILLARREAL, AND VENTURI; NAYS-0; ABSENT-0.

ADJOURNMENT: There being no further business, at 8:28 PM TRUSTEE VENTURI
MOVED AND TRUSTEE SCHRECK SECONDED THAT THE MEETING BE
ADJOURNED. UPON BEING PUT TO A VOTE, THE MOTION CARRIED.
AYES- 7; NAYS-0; ABSENT-0.

Secretary Rettinger