

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

Date: October 11, 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: 6:34 PM

Public Comments: None

Minutes: Trustee Smith and Director Jacobsen provided an update on the annual audit process. On site fieldwork was completed on September 23. We anticipate receiving the preliminary draft of the annual report for review by mid-October.

The annual audit presentation and approval of the annual financial report and audit will be on the November 8th board meeting agenda.

Public Comments: None

Adjourned: 6:35 PM

Attachments: None

Motions: **Approve Fiscal Year 2020-2021 Annual Financial Report and Audit**

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

Date: October 11, 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: 6:35 PM

Public Comments: None

Minutes: Building & Grounds

Director Jacobsen reported on the following:

- Chicagoland Paving will be providing a \$2,750 credit to address not providing the correct amount of asphalt for the walking path.
- Additional surveillance cameras have been installed in areas that were potential blind spots such as stairwells.
- Improvements were made to dampen the sound in certain areas of the building by adding drywall and insulation with some improvement noted.
- Still waiting to receive additional information to help identify the best solution to address the higher than normal humidity levels throughout the building.
- Grand Avenue repairs – the repair work on the HVAC system is complete. Still waiting on parts from our contractors to begin the repair work on sprinkler system.
- Landscape Architecture Firm RFQ Process Update – 8-9 tours have been provided to potential landscape architecture firms. All seem very excellent. In the coming weeks, the sub-committee will be meeting to review and select the firms that will then be interviewed by the full board.

Public Comments: None

Adjourned: 6:47 PM

Motions:

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

Date: October 11, 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: 6:30 PM

Public Comments: None

Minutes:

Director Jacobsen provided the board with an overview of the newly created Director Extended Leave Plan. He explained that the Illinois Public Library Standards 4.0 indicates that having a succession/extended leave plan as a best practice and to also potentially provide peace of mind in case of an emergency affecting the Director position. Staff identified in other key positions will also be creating similar plans this fiscal year.

Approval of the plan will be on the November board meeting agenda.

Public Comments: None

Adjourned: 6:34 PM

Motions: **Approve Director Extended Leave Plan**

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: October 11, 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: 6:48 PM

Public Comments: None

Minutes: Executive Committee

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

Library Card Policy - suggested revisions were reviewed and discussed. The board also discussed issuing cards to local business owners. Currently, LVDL offers special use cards to businesses with limited privileges and the business has to own or rent property in the library district to receive a card and only the business owner can receive a single card. Director Jacobsen explained that a number of local public libraries seem to have expanded the interpretation of a business card to include employees of district businesses. However, according to 75 ILCS 16/30-55.60 (3) including employees is not precisely permitted though many public libraries are taking this step to encourage businesses invest in their districts. After the discussion, the consensus of the board was for Director Jacobsen to discuss this with the library attorney before investigating this option any further.

Public Comments: None

Adjourned: 6:52 PM

Motions: **Approve Revised Library Card Policy**

Doug Nieman Committee Chairman

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

Date: October 11, 2021

Executive Committee: (Chairman – President Nieman)

Attendance:

Committee: Trustees: Gallagher, Nieman, Rettinger, Schreck, Smith, Venturi and Villarreal
Ex Officio: Jacobsen
Also Present: Binkley
Guests: Derek Monroe

Convened: 6:53 PM

Public Comments: Visitor Derek Monroe attended the meeting to address the board regarding an issue of concern that he felt necessary to bring to their attention. The board approved to allow Mr. Monroe an extension of the three minute rule that is allowed for public comment as stated in the Public Comments Policy by allowing him three additional minutes of time to present his concern to the board.

Mr. Monroe began by sharing some of his background and experience. Mr. Monroe then stated that his concern is that it seems that library staff may not be properly vetting the programs that are offered at the library and that staff may not be conducting appropriate due diligence on the programmers that are contracted to present these library sponsored programs. His concern was specifically related to an upcoming program that he became aware of that is scheduled to be held at the library in November.

President Nieman thanked Mr. Monroe for attending the meeting to present his concern to the board. Director Jacobsen intends to discuss the concern with staff.

Minutes: President's Report
Nothing to report.

Adjourned: 7:01 PM

Doug Nieman
Committee Chairman

Motions: