

MINUTES OCTOBER 14, 2019

REGULAR MEETING NO. 4

The regular public meeting of the Board of the 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 at 6:30 PM on the 14th day of October 2019, was called to order by President Gundrum.

ROLL CALL: Secretary Rettinger called roll. The following Trustees answered present: Felicia Case Johnson, Pat Gallagher, Tony Gundrum, Doug Nieman, Kathleen Rettinger, and Barb Venturi. Absent: Terry O'Brien. Also present: Director Andy Lentine and Administrative Services Coordinator Julie Binkley. Guests: Financial advisor Lee Nysted and Karen and Mark Balinski.

APPROVAL OF AGENDA: TRUSTEE NIEMAN MOVED TO APPROVE THE AGENDA AS PRESENTED. TRUSTEE CASE JOHNSON SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: O'BRIEN.

PRESENTATION: Schwab financial advisor Lee Nysted provided the Board with an overview on the performance of the library's investment portfolio. Lee expressed his gratitude for the opportunity to manage the library's investment account over the years. He is proud to have been part of the project by assisting with the funding for the construction of the new library.

PUBLIC COMMENTS: Guests Karen and Mark Balinski attended the meeting to express their concern regarding the raised platform area (an ADA requirement) that is located under the staircase near the library entrance. Mrs. Balinski explained that she recently tripped and fell while donating items to the library. As a result of her accident, she asked if the library would consider adding caution tape to more clearly identify the raised area, and to also consider relocating the donation bin in order to avoid any future accidents from occurring.

The Board informed the Balinskis that the architect is currently in the process of designing a solution to better identify the raised platform area. Until then, the area will be marked with tape. The Board expressed their sincere apologies to the Balinski's and thanked them for attending the meeting to inform the Board of the recent incident.

APPROVAL OF MINUTES: TRUSTEE GALLAGHER MOVED TO APPROVE THE BOARD MEETING MINUTES AND EXECUTIVE SESSION MEETING MINUTES OF SEPTEMBER 9, 2019. TRUSTEE VENTURI SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: O'BRIEN.

TRUSTEE VENTURI MOVED TO APPROVE THE AUDIT & FINANCE COMMITTEE MEETING MINUTES OF SEPTEMBER 9, 2019. TRUSTEE GALLAGHER SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: O'BRIEN.

TRUSTEE NIEMAN MOVED TO APPROVE THE SPECIAL BOARD MEETING MINUTES AND EXECUTIVE SESSION MEETING MINUTES OF SEPTEMBER 23, 2019. TRUSTEE VENTURI SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: O'BRIEN.

- PRESENTATION OF BILLS: October disbursements were presented in the amount of \$197,553.37. September payroll was \$106,292.45.
- TREASURER'S REPORT: Account balances as of September 30, 2019 were as follows: First Midwest Bank Account=\$296,185.59; Schwab Investment Account=\$8,556,725.43; Schwab Short Term Account=\$5,757,256.69. Real estate taxes in the amount of \$2,457,229.62 and the Per Capita Grant in the amount of \$50,345 were also received in September.
- APPROVAL OF BILLS: TRUSTEE NIEMAN MOVED TO APPROVE THE BILLS AND TREASURER'S REPORT AS PRESENTED. TRUSTEE RETTINGER SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: O'BRIEN.
- TRUSTEE NIEMAN MOVED TO TRANSFER \$300,000 FROM THE SCHWAB ACCOUNTS TO THE FIRST MIDWEST BANK ACCOUNT TO COVER SALARIES FOR SEPTEMBER AND DISBURSEMENTS FOR OCTOBER. TRUSTEE CASE JOHNSON SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: O'BRIEN.
- COMMITTEE REPORTS: Executive Committee - President's Report – President Gundrum
Nothing to report.
- Audit & Finance – Trustee Venturi
Director Lentine reported that the auditors from Lauterbach & Amen were recently on site to conduct the required field work for the annual audit. The audit will be presented to the Board at the November Board meeting.
- Building & Grounds -Trustee Gallagher
The Board further discussed the need to apply caution tape to the raised platform area located under the main level staircase until the architect can identify a solution to better identify the platform. Director Lentine stated that this will be done immediately.
- Friends – Trustee Gundrum
President Gundrum stated that he attended the Friends' meeting last month. They now plan to conduct their meetings every other month. President Gundrum also relayed a few requests for the Friends' area for Director Lentine to consider.
- Director's Report
Director Lentine provided the Board with an overview regarding the MyPayrollHR FBI fraud investigation. She informed the Board that some of the funds for tax withholdings were impacted and are currently frozen and unaccounted for. In order to avoid any interest or penalty fees, additional payments for the unsettled taxes have been processed. An FBI investigation report and an insurance claim have also been filed. Director Lentine will inform the Board of any new developments in the investigation.
- Director Lentine explained the request for approval to delay opening the library until 10 am on Friday, November 8 in order to conduct an all staff training on dementia awareness.

- COMMUNICATIONS: The Communication folder consisted of:
- ◆ An article entitled “*Ribbon-Cutting for New Lake Villa District Library,*” published in the Lake County Journal.
 - ◆ A press release from the Village of Lindenhurst entitled “*Village of Lindenhurst Awarded Environmental Grant from ComEd, Openlands to Support Local Open-Space Project: Hastings Lake Butterfly Path.*”
 - ◆ An article entitled “*Join the Fine-Free Movement,*” published in ALA Magazine.
 - ◆ A copy of the Per Capita Grant check that was recently received in the amount of \$50,345.
- UNFINISHED BUSINESS: None.
- NEW BUSINESS:
- Enact Annual Levy Ordinance 19-104 (Action)
TRUSTEE NIEMAN MOVED TO ENACT ANNUAL TAX LEVY ORDINANCE 19-104 REQUESTING A SUM OF \$5,387,007 TO BE RAISED BY TAXATION AND LEVIED ON ALL TAXABLE PROPERTY IN THE LIBRARY DISTRICT FOR FISCAL YEAR 2020. TRUSTEE VENTURI SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: O’BRIEN.
- Approve Change Order #13 (Action)
TRUSTEE VENTURI MOVED TO APPROVE CHANGE ORDER #13 IN THE AMOUNT OF \$35,810. TRUSTEE NIEMAN SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: O’BRIEN.
- Approve Delayed Opening of Library (Action)
TRUSTEE NIEMAN MOVED TO APPROVE THE DELAYED OPENING OF THE LIBRARY AT 10 AM ON FRIDAY, NOVEMBER 8, 2019 FOR ALL STAFF TRAINING. TRUSTEE GALLAGHER SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: O’BRIEN.
- Approve Lease Agreement Between LVDL and the Special Investigations Group (Action)
TRUSTEE NIEMAN MOVED TO APPROVE THE LIBRARY DIRECTOR TO ENTER INTO A LEASE AGREEMENT, AS PROVIDED BY LIBRARY ATTORNEY, WITH THE SPECIAL INVESTIGATIONS GROUP OF THE LAKE COUNTY SHERIFF’S OFFICE. TRUSTEE VENTURI SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: O’BRIEN.
- Approve Intergovernmental Agreement (Action)
TRUSTEE NIEMAN MOVED TO APPROVE THE INTERGOVERNMENTAL AGREEMENT FOR LIBRARY SERVICES BETWEEN LVDL AND ANTIOCH SCHOOL DISTRICT #34. TRUSTEE VENTURI SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-1: O’BRIEN.

PUBLIC COMMENTS: TRUSTEE NIEMAN REQUESTED THAT THE MINUTES REFLECT THAT UPON REVIEW OF THE REVISED APPRAISAL RECEIVED FOR THE 1001 E. GRAND AVE., LAKE VILLA PROPERTY, THAT HE CONSIDERS THE REVISED APPRAISAL AMOUNT AS BEING OVERSTATED AND MAY NOT BE COMPARABLE TO SIMILAR COMMERCIAL PROPERTY VALUES OR RECENT PROPERTY SALES WITHIN THE MARKET. THE BOARD AGREED THAT THE EXPECTATION IS THAT THE PROPERTY WILL MORE LIKELY SELL BELOW THE REVISED APPRAISED VALUE.

ADJOURNMENT: There being no further business, at 7:48 PM, TRUSTEE VENTURI MOVED AND TRUSTEE NIEMAN SECONDED THAT THE MEETING BE ADJOURNED. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: O'BRIEN. The next regular Board Meeting is scheduled for 6:30 PM, November 11, 2019.

Secretary