

MINUTES SEPTEMBER 9, 2019

REGULAR MEETING NO. 3

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 9th day of September 2019, was called to order by President Gundrum.

- ROLL CALL:** Secretary Rettinger called roll. The following Trustees answered present: Pat Gallagher, Tony Gundrum, Terry O'Brien, Kathleen Rettinger, and Barb Venturi. Absent: Felicia Case Johnson and Doug Nieman. Also present: Director Andy Lentine and Administrative Services Coordinator Julie Binkley. Guests: Independent Construction Services (ICS) representative Dan Eallonardo.
- APPROVAL OF AGENDA:** TRUSTEE GALLAGHER MOVED TO APPROVE THE AGENDA AS PRESENTED. TRUSTEE O'BRIEN SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-5; NAYS-0; ABSENT-2: CASE JOHNSON AND NIEMAN.
- BUILDING AND CONSTRUCTION UPDATE:** ICS representative Dan Eallonardo provided the Board with a status update on the building issues log. He stated that he and Director Lentine intend to have a discussion with the contractor regarding the length of time it is taking to complete punch list items, and will request that substantial progress toward completion of punch list items is expected by next month. He also reported that landscaping work has begun, and it is expected to take 3-4 weeks to complete. Dan stated that he will attend future Board meetings on an as needed basis.
- PUBLIC COMMENTS:** None.
- APPROVAL OF MINUTES:** TRUSTEE VENTURI MOVED TO APPROVE THE BOARD MEETING MINUTES AND EXECUTIVE SESSION MEETING MINUTES OF AUGUST 12, 2019. TRUSTEE RETTINGER SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-5; NAYS-0; ABSENT-2: CASE JOHNSON AND NIEMAN.
- TRUSTEE GALLAGHER MOVED TO APPROVE THE AUDIT & FINANCE AND THE PRESIDENT'S REPORT COMMITTEE MEETING MINUTES OF AUGUST 12, 2019. TRUSTEE RETTINGER SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-5; NAYS-0; ABSENT-2: CASE JOHNSON AND NIEMAN.
- PRESENTATION OF BILLS:** September disbursements were presented in the amount of \$246,883.76. August payroll was \$107,644.88.
- TREASURER'S REPORT:** Account balances as of August 31, 2019 were as follows: First Midwest Bank Account=\$250,580.42; Schwab Investment Account=\$8,046,832.37; Schwab Short, Term Account=\$4,151,968.13. Real estate taxes in the amount of \$72,029.30 and replacement property taxes in the amount of \$268.11 were also received in August.
- APPROVAL OF BILLS:** TRUSTEE O'BRIEN MOVED TO APPROVE THE BILLS AND TREASURER'S REPORT AS PRESENTED. TRUSTEE GALLAGHER SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-5: GALLAGHER, GUNDRUM, O'BRIEN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-2: CASE JOHNSON AND NIEMAN.

TRUSTEE O'BRIEN MOVED TO TRANSFER \$350,000 FROM THE SCHWAB ACCOUNTS TO THE FIRST MIDWEST BANK ACCOUNT TO COVER SALARIES FOR AUGUST AND DISBURSEMENTS FOR SEPTEMBER. TRUSTEE GALLAGHER SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-5: GALLAGHER, GUNDRUM, O'BRIEN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-2: CASE JOHNSON AND NIEMAN.

COMMITTEE  
REPORTS:

Executive Committee - President's Report – President Gundrum

Nothing to report.

Audit & Finance – Trustee Venturi

Nothing to report.

Building & Grounds -Trustee Gallagher

Nothing to report.

Friends – Trustee Gundrum

President Gundrum stated that the Friends' first meeting in the new library is on Thursday, September 19. President Gundrum and Director Lentine plan to meet with the Friends' Board in the near future.

Director's Report

Director Lentine reported on the following:

- Reminder – the Grand Opening event is on Sunday, September 15 from 1-3 pm. We are in the process of finalizing the itinerary for the event.
- We continue to settle into the new building. Study rooms are being very well used and meeting rooms are now available for the public to reserve. Overall, we have received many positive comments about the new library. We will continue to review and evaluate comments received.
- Discussed the recent news of the e-book embargo. Information about the embargo will be shared with patrons in a future newsletter or possibly a program.

COMMUNICATIONS:

The Communication folder consisted of:

- ◆ A copy of an email response from Lake Villa Township Supervisor Dan Venturi to a Lake Villa resident regarding boundary lines within the township.
- ◆ A thank you note to the Board and Director Lentine expressing appreciation for all the hard work to get the new library up and running. "It's a pillar of the community!"

UNFINISHED  
BUSINESS:

Executive Session – Real Estate (Action)

TRUSTEE RETTINGER MOVED TO GO INTO EXECUTIVE SESSION AT 7:26 PM TO SET THE PRICE FOR THE SALE OF THE 1001 E. GRAND AVENUE, LAKE VILLA PROPERTY WITH DIRECTOR LENTINE AND ADMINISTRATIVE SERVICES COORDINATOR BINKLEY BEING PRESENT. TRUSTEE O'BRIEN SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-5: GALLAGHER, GUNDRUM, O'BRIEN, RETTINGER, AND VENTURI; NAYES-0; ABSENT-2: CASE JOHNSON AND NIEMAN.

TRUSTEE GALLAGHER MOVED TO COME OUT OF EXECUTIVE SESSION AT 7:38 PM. TRUSTEE VENTURI SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-5; NAYS-0; ABSENT-2: CASE JOHNSON AND NIEMAN.

TRUSTEE GALLAGHER MOVED TO APPROVE SETTING THE LISTING PRICE FOR THE SALE OF THE 1001 E. GRAND AVENUE, LAKE VILLA PROPERTY AT \$2,999,000. TRUSTEE O'BRIEN SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-5: GALLAGHER, GUNDRUM, O'BRIEN, RETTINGER, AND VENTURI; NAYES-0; ABSENT-2: CASE JOHNSON AND NIEMAN.

## NEW BUSINESS:

Approve Transfer of Unexpended Funds to Special Reserve Fund (Action)

TRUSTEE O'BRIEN MOVED TO APPROVE THE TRANSFER OF THE UNEXPENDED FUND BALANCE OF \$1,925,000 FROM THE GENERAL FUND TO THE SPECIAL RESERVE FUND EFFECTIVE JUNE 30, 2019. TRUSTEE VENTURI SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-5: GALLAGHER, GUNDRUM, O'BRIEN, RETTINGER, AND VENTURI; NAYES-0; ABSENT-2: CASE JOHNSON AND NIEMAN.

Approve Snow Plowing Proposal for 2019/2020 Season (Action)

TRUSTEE O'BRIEN MOVED TO APPROVE THE SNOW PLOWING PROPOSAL FROM GREAT LAKES PROPERTY LOGISTICS FOR A RATE OF \$10,720 FOR THE 2019/2020 SEASON. TRUSTEE RETTINGER SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-5: GALLAGHER, GUNDRUM, O'BRIEN, RETTINGER, AND VENTURI; NAYES-0; ABSENT-2: CASE JOHNSON AND NIEMAN.

Accept Illinois Public Library Annual Report (IPLAR) (Action)

TRUSTEE O'BRIEN MOVED TO ACCEPT THE ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR). TRUSTEE GALLAGHER SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-5; NAYS-0; ABSENT-2: CASE JOHNSON AND NIEMAN.

## PUBLIC COMMENTS:

None.

## ADJOURNMENT:

There being no further business, at 7:46 PM, TRUSTEE VENTURI MOVED AND TRUSTEE O'BRIEN SECONDED THAT THE MEETING BE ADJOURNED. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-5; NAYS-0; ABSENT-2: CASE JOHNSON AND NIEMAN. The next regular Board Meeting is scheduled for 6:30 PM, October 14, 2019.

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Secretary