

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, 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 13th day of September 2021, by President Nieman.

- ROLL CALL: Secretary Rettinger called roll. The following Trustees answered present: Pat Gallagher, Doug Nieman, Kathleen Rettinger, Paul Schreck, Barbara Venturi, and Vanessa Villarreal. Absent: Jarrod Smith. Also present: Director Mikael Jacobsen and Administrative Services Manager Binkley. Guests: None.
- APPROVAL OF AGENDA: TRUSTEE GALLAGHER MOVED TO APPROVE THE AGENDA AS PRESENTED. TRUSTEE VENTURI SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: SMITH.
- PUBLIC COMMENTS: None.
- CONSENT AGENDA ITEMS: PRESIDENT NIEMAN PRESENTED THE CONSENT AGENDA ITEMS AND THE BOARD ADOPTED THE ITEMS.
- Trustee Smith arrived at 6:01 PM.
- APPROVAL OF MINUTES
- i. August 9, 2021 Board Meeting Minutes
 - ii. August 9, 2021 Audit & Finance, Building & Grounds, and Executive Committee Meeting Minutes
 - iii. August 23, 2021 Special Board Meeting Minutes
- PRESENTATION OF BILLS: September disbursements were presented in the amount of \$175,817.94. August payroll was \$117,555.34.
- TREASURER'S REPORT: Account balances as of August 31, 2021 were as follows: First Midwest Bank Account=\$588,074.34; Schwab Investment Account=\$8,862,110.69; Schwab Short Term Account=\$3,602,611.06. Real estate taxes in the amount of \$259,443.11; replacement property taxes in the amount of \$500.68; Per Capita Grant funds in the amount of \$59,407.10; and impact fees from the Village of Lindenhurst in the amount of \$600 were also received in August.
- TRANSFER: A TRANSFER OF \$285,000 FROM THE SCHWAB ACCOUNTS TO THE FIRST MIDWEST BANK ACCOUNT TO COVER SALARIES FOR AUGUST AND DISBURSEMENTS FOR SEPTEMBER.
- APPROVAL OF CONSENT AGENDA ITEMS: TRUSTEE VENTURI MOVED TO APPROVE THE CONSENT AGENDA ITEMS. TRUSTEE GALLAGHER SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES- 7: GALLAGHER, NIEMAN, RETTINGER, SCHRECK, SMITH, VENTURI, AND VILLARREAL; NAYS-0; ABESENT-0.

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
Trustee Villarreal reported that the next Friends meeting is scheduled for Thursday, September 16. She will report on the meeting at the next board meeting.

Director's Report

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

- This year's summer reading program - Simply Summer was a big success! Overall, a total of 2,091 children, young adults and adults participated in the program. In support of the program, the LVDL Foundation presented the Lake Villa Township Food Pantry with a donation of \$2,400 earned by participants via all of their reading during the program this summer.
- The library is excited to be hosting a 20th anniversary of 9/11 exhibit throughout the month of September.
- The Grand Avenue building sale continues to progress. A final contingency for the purchaser is zoning. The Lake Villa Village Board will review the Zoning Board's recommendation and likely vote to approve it at the meeting on 9/20/21. The closing on the sale of the property is scheduled to occur on September 30, 2021.

COMMUNICATIONS:

The Communication folder consisted of:

- An article entitled "Never Forget," published in the *Lake County Journal*.
- An article entitled "Lake Villa Library Hosts 9/11 Exhibition," published in the *Daily Herald*.
- An article entitled "Drop-in Vaccines at Lake Villa Library," published in the *Daily Herald*.
- A letter from the LVDL Foundation to the Lake Villa Township Food Pantry informing them of a \$2,400 donation made from the Foundation to the food pantry on behalf of the participants that completed reading logs during the LVDL summer reading program.

UNFINISHED
BUSINESS:

None.

NEW BUSINESS:

Approve Revised Election of Trustees Policy (Action)
TRUSTEE VENTURI MOVED TO APPROVE THE REVISED ELECTION OF TRUSTEES POLICY AS REVIEWED AND DISCUSSED AT THE AUGUST 9, 2021 EXECUTIVE COMMITTEE MEETING. TRUSTEE RETTINGER SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-7; NAYS-0; ABESNT-0.

Adopt Whistleblower Policy (Action)

TRUSTEE SMITH MOVED TO ADOPT THE WHISTLEBLOWER POLICY AS PRESENTED AND DISCUSSED AT THE AUGUST 9, 2021 EXECUTIVE COMMITTEE MEETING. TRUSTEE VILLARREAL SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-7; NAYS-0; ABESENT-0.

Approve Proceeding with Request for Qualifications Process for Landscape Architect Firms (Action)

TRUSTEE SMITH MOVED TO APPROVE PROCEEDING WITH A REQUEST FOR QUALIFICATIONS (RFQ) PROCESS FOR LANDSCAPE ARCHITECTURE FIRMS TO PRODUCE A MASTER OUTDOOR SPACE PLAN. TRUSTEE GALLAGHER SECONDED THE MOTION. Director Jacobsen provided the board with an overview of the request for qualifications (RFQ) process. Darren Schretter of StudioGC has been hired to assist in the process as a consultant. We anticipate a staged approach to enhancing the outdoor spaces of the property. President Nieman asked for two board members to volunteer to be on the committee to assist in the RFQ process. Trustees Gallagher and Schreck volunteered to be on the committee. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-7; NAYS-0; ABSENT-0.

Fiscal Year 2022 Strategic Plan Activity List Review

Director Jacobsen provided an overview of the strategic plan activity list for fiscal year 2022. Director Jacobsen intends to provide the board with a status report on the progress of the plan activities at the January board meeting.

PUBLIC COMMENTS: None.

ADJOURNMENT: There being no further business, at 6:22 PM, TRUSTEE GALLAGHER MOVED AND TRUSTEE SMITH SECONDED THAT THE MEETING BE ADJOURNED. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-7; NAYS-0; ABSENT-0.

The next regular Board Meeting is scheduled for 6:00 PM, October 11, 2021.


Secretary