

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

Date: September 13, 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: 6:32 PM

Public Comments: None

Minutes: Director Jacobsen and Trustee Smith provided the board with a review of the tentative draft of the FY 22/23 Annual Levy Ordinance. The levy is the amount of money the library is requesting from property taxes to operate in a year's period. A total of \$4,907,000 is being recommended, which is a decrease of 3.92% in property taxes collected from the previous year.

Director Jacobsen also provided the board with a review of the tentative FY 22/23 Tax Abatement Ordinance.

Approval of both ordinances will be on the October board meeting agenda.

Public Comments: None

Adjourned: 6:40 PM

Attachments: None

Motions: **Adopt Annual Levy Ordinance**
Adopt Tax Abatement Ordinance

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

Date: September 13, 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: 6:40 PM

Public Comments: None

Minutes: Building & Grounds

Director Jacobsen reported that Chicagoland Paving was on site over the weekend to address some of the necessary repairs on the ADA walking path. The architect plans to visit the site next week to check on the status of the project.

Director Jacobsen also reported that we received and approved a quote to proceed with the necessary sprinkler system repairs at the Grand Avenue Building. The cost of the work is approximately \$22,000.

McDonough Mechanical is still waiting on parts that are needed to complete the necessary repairs to the HVAC system. They anticipate receiving the parts any day now and intend to complete the work as soon as the parts are received.

The closing on the Grand Avenue property is scheduled for September 30. We are hopeful the repairs will be completed before that time. If that is not possible, we will discuss the situation with the library's attorney to see what action is necessary to take at that time.

Public Comments: None

Adjourned: 6:47 PM

Motions:

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

Date: September 13, 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: 6:23 PM

Public Comments: None

Minutes:

Director Jacobsen explained the Illinois State Library requirement of reviewing the Serving our Public 4.0: Standards for Illinois Public Libraries in order to receive Per Capita Grant funding. He reported that the library leadership team recently reviewed the Standards. Director Jacobsen also provided the board with a document indicating where the library currently meets the standards and where it does not.

Director Jacobsen provided the board with the job descriptions for the newly created positions of a full-time Adult Services Outreach Specialist and full-time Assistant Circulation Manager.

Public Comments: None

Adjourned: 6:32 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: September 13, 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: 6:47 PM

Public Comments: None

Minutes: Executive Committee

The board reviewed minor changes that were made to the Incident Reporting Policy and also reviewed the Computer, Network, and Internet Usage Policy. No revisions were made to this policy.

Director Jacobsen also informed the board of a necessary revision to the Anti-Harassment and Anti-Discrimination Policy and Resolution as a result of an amendment made to the Illinois Human Rights Act. Approval of the amended resolution and revised policy will be on the October board meeting agenda.

Public Comments: None

Adjourned: 6:49 PM

Motions: **Approve Resolution No. 21-103 Amending Resolution 19-R-2
Adopting the Anti-Harassment and Anti-Discrimination Policy**

Approve Revised Anti-Harassment and Anti-Discrimination Policy

Doug Nieman Committee Chairman

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

Date: September 13, 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: 6:49 PM

Public Comments: None

Minutes:

President's Report

Director Jacobsen informed the board that the Annual LVDL Foundation Meeting will be held in October, immediately following the board meeting.

Public Comments: None

Adjourned: 6:52 PM

Doug Nieman
Committee Chairman

Motions: