

REGULAR MEETING NO. 6

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 December 2021, by President Nieman.

- ROLL CALL: Secretary Rettinger called roll. The following Trustees answered present: Doug Nieman, Kathleen Rettinger, Paul Schreck, Jarrod Smith, Barbara Venturi, and Vanessa Villarreal. Absent: Pat Gallagher. Also present: Director Mikael Jacobsen and Administrative Services Manager Julie Binkley. Guests: None.
- APPROVAL OF AGENDA: TRUSTEE SCHRECK MOVED TO APPROVE THE AGENDA AS PRESENTED. TRUSTEE VILLARREAL SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: GALLAGHER.
- PUBLIC COMMENTS: None.
- CONSENT AGENDA ITEMS: PRESIDENT NIEMAN PRESENTED THE CONSENT AGENDA ITEMS AND THE BOARD ADOPTED THE ITEMS.
- APPROVAL OF MINUTES
- i. November 8, 2021 Board Meeting Minutes
 - ii. November 8, 2021 Audit & Finance, Building & Grounds, Executive Committee and President's Report Meeting Minutes
 - iii. November 29, 2021 Special Board Meeting Minutes
- PRESENTATION OF BILLS: December disbursements were presented in the amount of \$215,400.47. November payroll was \$172,664.67.
- TREASURER'S REPORT: Account balances as of November 30, 2021 were as follows: First Midwest Bank Account=\$521,378.73; Schwab Investment Account=\$10,880,249.86; Schwab Short Term Account=\$3,583,880.79. Real estate taxes in the amount of \$38,599.82 were also received in November.
- TRANSFER: A TRANSFER OF \$390,000 FROM THE SCHWAB ACCOUNTS TO THE FIRST MIDWEST BANK ACCOUNT TO COVER SALARIES FOR NOVEMBER AND DISBURSEMENTS FOR DECEMBER.
- APPROVAL OF CONSENT AGENDA ITEMS: TRUSTEE VENTURI MOVED TO APPROVE THE CONSENT AGENDA ITEMS. TRUSTEE SCHRECK SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: NIEMAN, RETTINGER, SCHRECK, SMITH, VENTURI, AND VILLARREAL; NAYS-0; ABSENT-1: GALLAGHER.
- COMMITTEE REPORTS: Executive Committee - President's Report – President Nieman
Trustee Nieman thanked Trustee Gallagher and Trustee Schreck for their participation on the committee that reviewed the proposals submitted from the landscape architect firms.

Audit & Finance – Trustee Smith

Nothing to report.

Building & Grounds -Trustee Gallagher

Nothing to report.

Friends

Director Jacobsen informed the board that he has become a check signer to the bank account of the Friends group. Library administration staff will also begin doing the administrative tasks for the Friends group such as balancing their bank account, making deposits, and preparing financial reports. This will allow the Friends to concentrate on providing financial benefits to the library and community vs. administrative work.

The board discussed the need to have a Trustee appointed as the Friends liaison. The consensus of the board was that it was not necessary at this time given that library staff are currently involved with the administrative aspects of the group and will report on the Friends status on a regular basis.

Director's Report

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

- Plans are underway for the library to restart hosting the Community Services Forum in February 2022.
- Several staff members recently completed the CPR certification process.
- The Holiday Gift Store in the Youth Services Department has been a great success and has been enjoyed by many during the month.

COMMUNICATIONS:

The Communication folder consisted of:

- An article entitled "Library Partnership Sheds Light on Afghanistan with Upcoming Speaker," published in the *Daily Herald*.
- A letter from the Lake Villa Historical Society awarding LVDL with a gift membership for 2022 to acknowledge the contributions made to the Historical Society by LVDL.
- A thank you note from an employee acknowledging the recognition they received for reaching their five year anniversary at LVDL.

UNFINISHED
BUSINESS:Approve Contract with Hitchcock Design Group (Action).

TRUSTEE VILLARREAL MOVED TO APPROVE THE CONTRACT WITH HITCHCOCK DESIGN GROUP FOR THE CREATION OF AN OUTDOOR SPACE MASTER PLAN FOR AN AMOUNT NOT TO EXCEED \$90,000. TRUSTEE RETTINGER SECONDED THE MOTION. The board discussed the details outlined within the proposal provided by Hitchcock Design Group (HDG). The need for the alternate items listed within the proposal will be evaluated during the process. Director Jacobsen will also inform HDG to include the Crooked Lake Improvement Committee as one of the interested groups. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: NIEMAN, RETTINGER, SCHRECK, SMITH, VENTURI, AND VILLARREAL; NAYS-0; ABSENT-1: GALLAGHER.

NEW BUSINESS:

Approve Proposed Pay Scale (Action)

TRUSTEE VILLARREAL MOVED TO APPROVE THE PROPOSED PAY SCALE AS DISCUSSED AT THE NOVEMBER 8, 2021 COMMITTEE MEETING. TRUSTEE SMITH SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: NIEMAN, RETTINGER, SCHRECK, SMITH, VENTURI, AND VILLARREAL; NAYS-0; ABSENT-1: GALLAGHER.

Semi-Annual Review of Executive Session Minutes (Action)

TRUSTEE SCHRECK MOVED TO RELEASE EXECUTIVE SESSION MEETING MINUTES DATED DECEMBER 12, 2016, DECEMBER 11, 2017, FEBRUARY 10, 2020, JULY 13, 2020, JANUARY 11, 2021, MARCH 8, 2021, APRIL 12, 2021 AND JUNE 14, 2021, AND TO DESTROY RELEASED CLOSED SESSION AUDIO RECORDINGS PRIOR TO JULY 2020. TRUSTEE VILLARREAL SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: NIEMAN, RETTINGER, SCHRECK, SMITH, VENTURI, AND VILLARREAL; NAYS-0; ABSENT-1: GALLAGHER.

Approve Revised Personnel Policy Manual (Action)

TRUSTEE VENTURI MOVED TO APPROVE THE REVISED PERSONNEL POLICY MANUAL AS REVIEWED AND DISCUSSED AT THE NOVEMBER 8, 2021 EXECUTIVE COMMITTEE MEETING. TRUSTEE SMITH SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: GALLAGHER.

Approve Closing the Library for Staff Development Day (Action)

TRUSTEE VENTURI MOVED TO APPROVE CLOSING THE LIBRARY TO PATRONS FOR THE ANNUAL STAFF DEVELOPMENT DAY ON FRIDAY, APRIL 22, 2022. TRUSTEE VILLARREAL SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: GALLAGHER.

PUBLIC COMMENTS: None.

ADJOURNMENT:

There being no further business, at 6:37 PM, TRUSTEE VENTURI MOVED AND TRUSTEE VILLARREAL SECONDED THAT THE MEETING BE ADJOURNED. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-0; NAYS-0; ABSENT-1: GALLAGHER.

The next regular Board Meeting is scheduled for 6:00 PM, January 10, 2022.

Secretary