

REGULAR MEETING NO. 12

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 June 2022, by President Nieman.

- ROLL CALL: Secretary Schreck called roll. The following Trustees answered present: Jennifer Durot, Pat Gallagher, Doug Nieman, Paul Schreck, Jarrod Smith, Barbara Venturi, and Vanessa Villarreal. Absent: None. Also present: Director Mikael Jacobsen and Administrative Services Manager Julie Binkley. Guests: Head of Youth Services Elisa Gueffier and Learning & Development Coordinator Nami Quaranta.
- RECOGNITION OF TRUSTEE: On behalf of the board, Trustee Nieman presented retiring board member Trustee Gallagher with a gift to recognize him for his dedicated service to the library and community while serving on the library Board of Trustees for nine years.
- APPROVAL OF AGENDA: TRUSTEE VILLARREAL MOVED TO APPROVE THE AGENDA AS PRESENTED. TRUSTEE DUROT SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-7; NAYS-0; ABSENT-0.
- PUBLIC COMMENTS: None.
- CONSENT AGENDA ITEMS: PRESIDENT NIEMAN PRESENTED THE CONSENT AGENDA ITEMS AND THE BOARD ADOPTED THE ITEMS.
- APPROVAL OF MINUTES
- i. May 9, 2022 Board Meeting Minutes
 - ii. May 9, 2022 Audit & Finance, Building & Grounds, Executive, and President’s Report Meeting Minutes
- PRESENTATION OF BILLS: June disbursements were presented in the amount of \$244,921.84. May payroll was \$123,753.85.
- TREASURER’S REPORT: Account balances as of May 31, 2022 were as follows: First Midwest Bank Account=\$634,349.49; Schwab Investment Account=\$10,238,433.87; Schwab Short Term Account=\$1,911,444.24. Real estate taxes in the amount of \$156,522.02; replacement property taxes in the amount of \$10,354.59; impact fees from the Village of Lindenhurst in the amount of \$800; and miscellaneous income in the amount of \$6,702.55 were also received in May.
- TRANSFER: A TRANSFER OF \$355,000 FROM THE SCHWAB ACCOUNTS TO THE FIRST MIDWEST BANK ACCOUNT TO COVER SALARIES FOR MAY AND DISBURSEMENTS FOR JUNE.
- APPROVAL OF CONSENT AGENDA ITEMS: TRUSTEE VENTURI MOVED TO APPROVE THE CONSENT AGENDA ITEMS. TRUSTEE SMITH SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: DUROT, GALLAGHER, NIEMAN, SCHRECK, SMITH, VENTURI AND VILLARREAL; NAYS-0; ABSENT-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

Director Jacobsen reported that the Friends will be conducting a book sale at the library on Saturday, June 18th.

Director's Report

Director Jacobsen highlighted the following from his report:

- Strategic activities planning for fiscal years 2023 is well underway. The activities will be presented to the board at the July board meeting.
- Gate count review for the last 3 years show a strong positive trend.

COMMUNICATIONS:

The Communication folder consisted of the following:

- A thank you note from Baha'i Faith expressing their appreciation to LVDL for the assistance that was provided when hosting their conference at the library recently.
- An article entitled "Friends of Lake Villa District Library Award its 2022 Scholarship Recipients," published in the *Daily Herald*.
- An article entitled "Making Literacy Fun for Kids," published in the *News-Sun*.
- An article entitled "Summer Reading is Underway at Lake villa District Library," published in the *Daily Herald*.

UNFINISHED
BUSINESS:

None.

NEW BUSINESS:

Approve Working Budget (Action)

TRUSTEE VILLARREAL MOVED TO APPROVE THE WORKING BUDGET FOR FISCAL YEAR 2022/2023 AS PRESENTED AND DISCUSSED MAY 9, 2022 COMMITTEE MEETINGS. TRUSTEE SCHRECK SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: DUROT, GALLAGHER, NIEMAN, SCHRECK, SMITH, VENTURI, AND VILLARREAL; NAYS-0; ABESENT-0.

Approve Proposed Salary Pay Scale (Action)

TRUSTEE DUROT MOVED TO APPROVE THE PROPOSED SALARY PAY SCALE FOR FISCAL YEAR 2022/2023 AS PRESENTED AND DISCUSSED AT THE MAY 9, 2022 COMMITTEE MEETING. TRUSTEE VILLARREAL SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: DUROT, GALLAGHER, NIEMAN, SCHRECK, SMITH, VENTURI, AND VILLARREAL; NAYS-0; ABESENT-0.

Approve Non-Resident Fee (Action)

TRUSTEE SMITH MOVED TO APPROVE THE NON-RESIDENT FEE OF \$361 AS PRESENTED AND DISCUSSED AT THE MAY 9, 2022 COMMITTEE MEETING. TRUSTEE VILLARREAL SECONDED THE MOTION. UPON BEING PUT TO A ROLL VOTE, THE MOTION CARRIED. AYES-7: DUROT, GALLAGHER, NIEMAN, SCHRECK, SMITH, VENTURI, AND VILLARREAL; NAYS-0; ABESENT-0.

Approve Board/Committee Meeting Schedule (Action)

TRUSTEE VILLARREAL MOVED TO APPROVE THE FISCAL YEAR 2022/2023 BOARD/COMMITTEE MEETING SCHEDULE AS PRESENTED AND REVIEWED AT THE MAY 9, 2022 COMMITTEE MEETING. TRUSTEE SMITH SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-7; NAYS-0; ABSENT-0.

Trustee Appointment of Secretary's Audit

Secretary Schreck and Treasurer Smith volunteered to perform the Secretary's Audit of reviewing the board meeting minutes for fiscal year 2021/2022 after the July Board meeting is held.

Semi-Annual Review of Executive Session Meeting Minutes (Action)

TRUSTEE VENTURI MOVED TO OPEN THE FEBRUARY 14, 2022 AND APRIL 11, 2022 EXECUTIVE SESSION MEETING MINUTES AND TO DESTROY ALL EXECUTIVE SESSION AUDIO RECORDINGS RECORDED PRIOR TO DECEMBER 2020. TRUSTEE VILLARREAL SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-7; NAYS-0; ABSENT-0.

Set Date for Budget & Appropriation Hearing (Action)

TRUSTEE VILLARREAL MOVED TO SET THE MEETING DATE FOR THE BUDGET & APPROPRIATION HEARING FOR AUGUST 22, 2022 AT 6:00 PM. TRUSTEE DUROT SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-7; NAYS-0; ABSENT-0.

Library Staff Culture Statement Presentation

Elisa Gueffier, Head of Youth Services and Nami Quaranta, Learning & Development Coordinator attended the board meeting to present the outcomes of the FY22 strategic activity to "Revisit, revise, and rewrite the library staff value statement." They provided the board with an overview of the approach the committee used in creating a new culture statement and revealed the new statement to the board. The next phase will be to identify the most efficient approach to introduce the new culture statement to staff and put it into action.

PUBLIC COMMENTS: Secretary Schreck expressed his concerns regarding the poor functionality experienced when utilizing the "search the catalog" function within the LVDL mobile app. Director Jacobsen intends to discuss the issue with the leadership team to identify potential solutions to possibly enhance the functionality of the search feature.

ADJOURNMENT: There being no further business, at 6:54 PM, TRUSTEE SMITH MOVED AND TRUSTEE VILLARREAL 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, July 11th, 2022.

Secretary