

REGULAR MEETING NO. 11

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 9th day of May 2022, by President Nieman.

- SWEARING IN OF NEWLY APPOINTED TRUSTEE:** Director Jacobsen swore in newly appointed board trustee Jennifer Durot.
- ROLL CALL:** Secretary Schreck called roll. The following Trustees answered present: Jennifer Durot, Pat Gallagher, Doug Nieman, Paul Schreck, and Jarrod Smith. Absent: Barbara Venturi and Vanessa Villarreal. Also present: Director Mikael Jacobsen and Administrative Services Manager Julie Binkley. Guests: Hitchcock Design Group representatives Andy Howard, Anais Placido, and Lindenhurst Park District Executive Director David Mohr.
- APPROVAL OF AGENDA:** TRUSTEE GALLAGHER MOVED TO APPROVE THE AGENDA AS PRESENTED. TRUSTEE SCHRECK SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-5; NAYS-0; ABSENT-2: VENTURI AND VILLARREAL.
- PUBLIC COMMENTS:** None.
- BOARD FOCUS GROUP DISCUSSION:** Hitchcock Design Group representatives Andy Howard and Anais Placido lead the board through a focus group discussion to gather opinions of the board for potential improvements to consider for the outdoor space plan. Using site maps, board members were asked to place post-it notes with comments for possible adjustments to be made to the existing site and potential opportunities for new items to explore in the development of the outdoor spacer plan.
- CONSENT AGENDA ITEMS:** PRESIDENT NIEMAN PRESENTED THE CONSENT AGENDA ITEMS AND THE BOARD ADOPTED THE ITEMS.
- APPROVAL OF MINUTES**
- i. April 11, 2022 Board Meeting Minutes
 - ii. April 11, 2022 Executive Session Meeting Minutes
 - iii. April 11, 2022 Audit & Finance, Building & Grounds, Executive and President's Report Meeting Minutes
- PRESENTATION OF BILLS:** May disbursements were presented in the amount of \$306,979.44. April payroll was \$122,329.80.
- TREASURER'S REPORT:** Account balances as of April 30, 2022 were as follows: First Midwest Bank Account=\$632,126.47; Schwab Investment Account=\$10,205,071.49; Schwab Short Term Account=\$2,155,605.49. Replacement property taxes in the amount of \$7,733.92, and impact fees from the Village of Lindenhurst in the amount of \$400 were also received in April.
- TRANSFER:** A TRANSFER OF \$415,000 FROM THE SCHWAB ACCOUNTS TO THE FIRST MIDWEST BANK ACCOUNT TO COVER SALARIES FOR APRIL AND DISBURSEMENTS FOR MAY.

APPROVAL OF
CONSENT AGENDA
ITEMS:

TRUSTEE SMITH MOVED TO APPROVE THE CONSENT AGENDA ITEMS. TRUSTEE GALLAGHER SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-5: DUROT, GALLAGHER, NIEMAN, SCHRECK, AND SMITH; NAYS-0; ABSENT-2: VENTURI AND VILLARREAL.

COMMITTEE
REPORTS:

Executive Committee - President's Report – President Nieman
Nothing to report.

Audit & Finance – Trustee Smith

Trustee Smith provided the board with a brief review of the quarterly investment statements and investment advisor fees.

Building & Grounds -Trustee Gallagher

Trustee Gallagher reported that nearly all of the artwork that was purchased through the Foundation is on display in various areas of the library. The committee was commended for their efforts in the artwork project.

Friends

Nothing to report.

Director's Report

Director Jacobsen highlighted the following from his report:

- On April 8th, the library Foundation hosted the Grapes & Growlers event that provided an evening of music and fun for the community. Special thanks to Nina Kenney and Julie Binkley for their efforts in organizing the successful event.
- Special thanks to the Staff Development Day committee – Beth Koruna, Cheryl Synowicz, Donna Barnes, John Skrypnik, Julie Binkley, Kim Croegaert, Liz Kuriger and Nami Quaranta - for their efforts in organizing the day. The events of the day were designed to increase staff knowledge and staff camaraderie.

COMMUNICATIONS:

The Communication folder consisted of the following:

- A thank you note from the Gomez Family expressing their appreciation to LVDL in support of the recent Blue Kids Event.

UNFINISHED
BUSINESS:

None.

NEW BUSINESS:

Approve Revised Fund Balance Policy (Action)

TRUSTEE DUROT MOVED TO APPROVE THE REVISED FUND BALANCE POLICY AS PRESENTED AND DISCUSSED AT THE APRIL 11, 2022 COMMITTEE MEETING. TRUSTEE SCHRECK SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-5; NAYS-0; ABSENT-2: VENTURI AND VILLARREAL.

Approve Revised Chain of Command Policy (Action)

TRUSTEE SMITH MOVED TO APPROVE THE REVISED CHAIN OF COMMAND POLICY AS PRESENTED AND DISCUSSED AT THE APRIL 11, 2022 COMMITTEE MEETING. TRUSTEE GALLAGHER SECONDED THE MOTION. UPON BEING PUT TO A CALL VOTE, THE MOTION CARRIED. AYES-5; NAYS-0; ABSENT-2: VENTURI AND VILLARREAL.

Approve Revised Disposal of Surplus Library Personal Property Policy (Action)

TRUSTEE GALLAGHER MOVED TO APPROVE THE REVISED DISPOSAL OF SURPLUS LIBRARY PERSONAL PROPERTY POLICY AS PRESENTED AND DISCUSSED AT THE APRIL 11, 2022 COMMITTEE MEETING. TRUSTEE SMITH SECONDED THE MOTION. UPON BEING PUT TO A CALL VOTE, THE MOTION CARRIED. AYES-5; NAYS-0; ABSENT-2: VENTURI AND VILLARREAL.

PUBLIC COMMENTS: None.

ADJOURNMENT: There being no further business, at 7:30 PM, TRUSTEE SMITH MOVED AND TRUSTEE GALLAGHER SECONDED THAT THE MEETING BE ADJOURNED. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-5; NAYS-0; ABSENT-2: VENTURI AND VILLARREAL.

The next regular Board Meeting is scheduled for 6:00 PM, June 13th, 2022.

Secretary