

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

Date: April 11, 2022

Audit & Finance Committee: (Chairman - Trustee Smith)

Attendance:

Committee: Trustees: Gallagher, Nieman, Schreck, Smith, Venturi and Villarreal
Ex Officio: Jacobsen
Also Present: Binkley
Guests: None

Convened: 8:27 PM

Public Comments: None

Minutes: Treasurer Smith provided the board with an overview of the 3-year investment look back spreadsheet to help provide a clearer understanding on the library's investments. The information included was provided by the library's financial advisor Lee Nysted.

Fund Balance Policy review – the board reviewed a slight revision made to the policy. Approval of the revised policy will be on the May board meeting agenda.

Reminder – an Audit & Finance Committee Meeting is scheduled for April 25, 2022 at 6pm to review the working budget for fiscal year 22/23.

Public Comments: None

Adjourned: 8:35 PM

Motions: **Approve revised Fund Balance Policy**

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

Date: April 11, 2022

Building & Grounds Committee: (Chairman – Trustee Gallagher)

Attendance:

Committee: Trustees: Gallagher, Nieman, Schreck, Smith, Venturi and Villarreal
Ex Officio: Jacobsen
Also Present: Binkley
Guests: None

Convened: 8:35 PM

Public Comments: None

Minutes: Outdoor Space Planning Update – A survey to allow patrons to provide their input regarding the outdoor space has been developed and will be available soon via the website and at the library.

Youth Services gaming room proposal – library staff would like to propose combining the two gaming rooms in the lower level. The gaming room in the young adult area would become an all ages gaming room, allowing only games that are appropriate for all ages (rated E). The gaming room in the youth area would be utilized as a conference room for smaller library programs, a larger study room, or another community meeting space.

Area under the main level stairs – the area under the stairs coming from the upper level entrance to the main level has been problematic because of a tripping hazard. The flooring in that area is slightly elevated to meet ADA guidelines. We are in the process of considering potential solutions to help to eliminate this hazard.

Public Comments: None

Adjourned: 8:44 PM

Motions:

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

Date: April 11, 2022

Director's Report: (Director Jacobsen)

Attendance:

Committee: Trustees: Gallagher, Nieman, Schreck, Smith, Venturi and Villarreal
Ex Officio: Jacobsen
Also Present: Binkley
Guests: None

Convened: 8:23 PM

Public Comments: None

Minutes: The board reviewed and discussed the informational brochure provided by Lee & Associates Commercial Real Estate Services regarding the neighboring library properties that are available for sale. It is gratifying to see the library so prominently included in why this property could be attractive to potential buyers.

Public Comments: None

Adjourned: 8:27 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: April 11, 2022

Executive Committee: (Chairman – President Nieman)

Attendance:

Committee: Trustees: Gallagher, Nieman, Schreck, Smith, Venturi and Villarreal
Ex Officio: Jacobsen
Also Present: Binkley
Guests: None

Convened: 8:44 PM

Public Comments: None

Minutes: Chain of Command Policy Review – the board reviewed the suggested revisions made to the policy. President Nieman suggested that an explanation to the reference of “Person in Charge” be added to the policy. This will be added as a revision. Approval of said policy will be on the May board meeting agenda.

Disposal of Surplus Materials Policy Review – the board reviewed the suggested revisions made to the policy. Approval of said policy will be on the May board meeting agenda.

Petitioning and Distributing Materials on Library Policy Review – This policy was reviewed with no revisions being made.

Group Visits Policy Review – This policy was reviewed with very minor edits suggested. No vote will be necessary for the minor policy revisions.

Public Comments: None

Adjourned: 8:47 PM

Motions: **Approve revised Chain of Command Policy**
Approve revised Disposal of Surplus Materials Policy

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

Date: April 11, 2022

Executive Committee: (Chairman – President Nieman)

Attendance:

Committee: Trustees: Gallagher, Nieman, Schreck, Smith, Venturi and Villarreal
Ex Officio: Jacobsen
Also Present: Binkley
Guests: None

Convened: 8:47 PM

Public Comments: None

Minutes: Director Jacobsen reported on the recent the Grapes & Growlers Foundation event. The event was a big success with nearly 300 people in attendance. Many favorable comments were received.

The board expressed their appreciation to all of the staff that were involved in planning and working the event.

Public Comments: None

Adjourned: 8:50 PM

Motions: