

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

**Date:** August 8, 2022

**Audit & Finance Committee:** (Chairman - Trustee Smith)

**Attendance:**

Present: Trustees Durot, Gass, Smith, Venturi and Villarreal  
Absent: Trustees Nieman and Scheck  
Ex Officio: Jacobsen  
Also Present: Kenney  
Guests: None

**Convened:** 6:27 PM

**Public Comments:** None

**Minutes:** Budget & Appropriation Meeting – reminder of the special meeting that is scheduled on August 22, 2022 at 6pm.

Upcoming FY 23/24 Levy Discussion – Trustee Smith provided the board with an overview of the upcoming levy process. He explained that we believe the library can continue with a flat levy of \$4,907,005, while continuing with the current level of services and also continue to address areas of growth. In subsequent years, it is likely that increased revenue may be recommended.

Investment Advisor search update – the board discussed how to proceed with the interview process of the potential investment advisors. The consensus of the board was for the entire board to interview all the submissions received. We anticipate that three submissions will be received. Director Jacobsen will work on scheduling the interviews during the September board meeting or, if necessary, schedule a special board meeting in near future.

Schwab statements – Trustee Smith provided an overview of the quarterly statements of the library's investment portfolio.

**Public Comments:** None

**Adjourned:** 6:51 PM

**Motions:**

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

**Date:** August 8, 2022

**Building & Grounds Committee:** (Chairman – Trustee Durot)

**Attendance:**

Present: Trustees Durot, Gass, Smith, Venturi and Villarreal  
Absent: Trustees Nieman and Schreck  
Ex Officio: Jacobsen  
Also Present: Kenney  
Guests: None

**Convened:** 6:51 PM

**Public Comments:** None

**Minutes:** Elevator Emergency Call Button – Director Jacobsen provided an update on the status of finding a solution to help reduce the amount of non-emergency calls being made by the elevator emergency call button accidentally being pressed. We are working with the elevator manufacturer to identify a potential solution.

Music in the parks – the event was very nice and there was a great turn out.

Building humidity solution - humidity levels seem to have dropped to more acceptable levels since the installation of the two dehumidifiers.

Outdoor Space Plan update – a meeting with Hitchcock Design Group and the outdoor space plan committee has been scheduled for August 17th to discuss potential concepts.

**Public Comments:** None

**Adjourned:** 7:00 PM

**Motions:**

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

**Date:** August 8, 2022

**Director's Report:** (Director Jacobsen)

**Attendance:**

Present: Trustees Durot, Gass, Smith, Venturi and Villarreal

Absent: Trustees Nieman and Schreck

Ex Officio: Jacobsen

Also Present: Kenney

Guests: None

**Convened:** 6:24 PM

**Public Comments:** None

**Minutes:** Director Jacobsen provided the board with a review of the Illinois Public Library Annual Report (IPLAR). The completed report is required to be submitted to the Illinois State Library in September.

**Public Comments:** None

**Adjourned:** 6:27 PM

**Motions:**

Lake Villa District Library  
Board of Trustees  
Executive Committee  
**Meeting Minutes**

**Date:** August 8, 2022

**Executive  
Committee:** (Chairman – President Nieman)

**Attendance:**

Present: Trustees Durot, Gass, Smith, Venturi and Villarreal

Absent: Trustees Nieman and Schreck

Ex Officio: Jacobsen

Also Present: Kenney

Guests: None

**Convened:** 7:00 PM

**Public Comments:** None

**Minutes:** The board reviewed the Computer, Network, and Internet Usage Policy. No revisions were made to the policy.

**Public Comments:** None

**Adjourned:** 7:07 PM

**Motions:**

A SPECIAL MEETING OF THE BOARD OF TRUSTEES  
OF THE LAKE VILLA DISTRICT LIBRARY, LAKE VILLA, IL  
WAS HELD ON AUGUST 22, 2022

AT 140 N. Munn Rd., Lindenhurst, IL 60046

The special meeting of the Board of Library Trustees of the Lake Villa Public Library District, Lake County, Illinois, 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 22nd day of August, 2022 by President Nieman.

**ROLL CALL:** Secretary Schreck called roll. The following Trustees answered present: Jennifer Durot, Doug Nieman, Paul Schreck, Jarrod Smith, Barbara Venturi, and Vanessa Villarreal. Absent: Nate Gass. Also present: Director Jacobsen.

**APPROVAL OF AGENDA:** TRUSTEE SMITH 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: GASS.

**PUBLIC COMMENTS:** None.

**NEW BUSINESS:** Public Hearing on Budget and Appropriation Ordinance 22-101  
President Nieman opened the public hearing for Budget and Appropriation Ordinance 22-101.

Hearing no questions or comments, President Nieman closed the hearing at 6:01 PM.

TRUSTEE SMITH MOVED THAT BUDGET AND APPROPRIATION ORDINANCE 22-101 BE ENACTED. TRUSTEE VENTURI SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: DUROT, NIEMAN, SHCRECK, SMITH, VENTURI, AND VILLARREAL; NAYS-0; ABSENT-1: GASS.

**ORDINANCE 22-101**

**ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR THE LAKE VILLA PUBLIC LIBRARY DISTRICT FOR FISCAL YEAR COMMENCING JULY 1, 2022 AND ENDING JUNE 30, 2023, BE IT ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE LAKE VILLA PUBLIC LIBRARY DISTRICT:** The Ordinance shall be in full force and effective immediately upon passage, approval and publication as required by law. Passed and approved August 22, 2022. A copy of Ordinance 22-101 is on file.

August 22, 2022  
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**ADJOURNMENT:** There being no further business, at 6:02 PM TRUSTEE SMITH MOVED AND TRUSTEE VILLARREAL SECONDED THAT THE MEETING BE ADJOURNED. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: GASS.

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Secretary Schreck