

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

Date: June 13, 2022

Audit & Finance Committee: (Chairman - Trustee Smith)

Attendance:

Committee: Trustees: Durot, Gallagher, Nieman, Schreck, Smith, Venturi and Villarreal
Ex Officio: Jacobsen
Also Present: Binkley
Guests: Gueffier

Convened: 7:01 PM

Public Comments: None

Minutes: .02 Maintenance Levy Ordinance – Treasurer Smith and Director Jacobsen explained that the ordinance allows the library district to levy an additional tax of .02% of the value of all the taxable property in the district using a backdoor referendum process. They also explained that the levy needs to be passed at least once every 3 years to continue to have the option of someday using this additional .02%. The board last passed the ordinance in FY22, so it is not necessary to pass the levy again for FY23. The consensus of the board was to not pass the levy and to consider passing it next for FY24.

Annual Budget & Appropriation Ordinance & Estimate of Revenues – Director Jacobsen provided the board with a brief overview of the annual budget & appropriation and estimate of revenues. He explained that the process is designed to set the appropriated amount (upper limit) the library is able to spend per a budgetary category without returning to the board for explicit permission. Typically, the appropriated amount is 20% more than is budgeted in the various budgetary lines, but some may be higher to provide a little more space for unanticipated expenses.

Investment Advisor Discussion – Director Jacobsen and Administrative Service Manager Binkley recently met with representatives from PMA Investment Advisors and Ehlers Inc. to learn about their services. These two firms were the top recommendations from other area libraries. Both organizations were very professional, had a significant track history in the municipal finance market and were strong communicators. Director Jacobsen provided a Request for Proposal (RFP) document for the board to review. The consensus of the board was for Director Jacobsen to proceed with sending the RFP to the perspective investment firms, including the firm currently managing the library's investment portfolio.

Public Comments: None

Adjourned: 7:16 PM

Motions:

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

Date: June 13, 2022

Building & Grounds Committee: (Chairman – Trustee Gallagher)

Attendance:

Committee: Trustees: Durot, Gallagher, Nieman, Schreck, Smith, Venturi and Villarreal
Ex Officio: Jacobsen
Also Present: Binkley
Guests: Gueffier

Convened: 7:16 PM

Public Comments: None

Minutes: Outdoor Space Planning Update – Director Jacobsen reported that Hitchcock Design Group are currently in the process of reviewing the data received from community members, staff, and the board. They have completed the site visit and are conducting the site analysis in order to draft an outdoor space plan program. The program will list the outcomes and likely elements that will be developed in the outdoor space plan.

Youth Services Imaginative Play Area Expansion – Director Jacobsen provided the board with the quote received from Library Furniture International (LFI) for the expanded imaginative play area. LFI was the company that put together all the other elements in this area of the building. The space will partially be designed to create space for our crawlers and babies. The cost for this project would come from next fiscal year’s Special Reserve Fund. Since the cost of this project is more than \$25,000, a board vote will be necessary at the July meeting.

Public Comments: None

Adjourned: 7:31 PM

Motions: **Approve LFI quote for YS imaginative play area expansion**

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

Date: June 13, 2022

Director's Report: (Director Jacobsen)

Attendance:

Committee: Trustees: Durot, Gallagher, Nieman, Schreck, Smith, Venturi and Villarreal
Ex Officio: Jacobsen
Also Present: Binkley
Guests: Gueffier

Convened: 6:55 PM

Public Comments: None

Minutes: Director Jacobsen explained that the FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19 (implemented under the FFCRA) is currently scheduled to expire on June 30, 2022. At this time, we recommend continuing to offer this type of leave and plan to extend the expiration date of the policy to December 31, 2022. The continued need for this policy will be re-evaluated at the November committee meeting.

Public Comments: None

Adjourned: 7:01 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: June 13, 2022

Executive Committee: (Chairman – President Nieman)

Attendance:

Committee: Trustees: Durot, Gallagher, Nieman, Schreck, Smith, Venturi and Villarreal
Ex Officio: Jacobsen
Also Present: Binkley
Guests: Gueffier

Convened: 7:32 PM

Public Comments: None

Minutes: Library Card Policy Adjustments – Director Jacobsen explained a few revisions that were necessary to make to the policy in order for the policy to align with current CCS practices. The revisions made pertain to overdue item notices and the threshold for the billed amounts increasing from \$50 to \$75. The revisions are effective immediately and do not require a board vote.

Public Comments: None

Adjourned: 7:36 PM

Motions: