

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

Date: May 9, 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: None

Convened: 7:38 PM

Public Comments: None

Minutes: FY23 Working Budget and Proposed Pay Scale – the board reviewed the FY23 working budget and proposed pay scale documents provided by Director Jacobsen. Suggested revisions to consider making to the document were discussed. Director Jacobsen and Treasurer Smith will discuss further.

Investment Advisor discussion – Director Jacobsen is gathering investment advisor information from other libraries to investigate options in managing the library’s investment portfolio, and to ensure current fees are competitive. Director Jacobsen mentioned he reached out to the library attorney to discuss, and the attorney informed him that a formal bid process would not be necessary if the board decides to move forward in considering other advisors.

Developer Donation Table – The developer donation table for FY23 was reviewed.

Non-Resident Fee – Director Jacobsen provided the board with the calculation used to determine the non-resident card fee per Illinois Library Law. The fee for FY23 will be \$361, which reflects a decrease of \$11 from the previous year.

The FY23 working budget, proposed pay scale, and non-resident fee will be on the on the agenda for approval at the June board meeting.

Public Comments: None

Adjourned: 8:05 PM

Motions: **Approve FY23 Working Budget, Proposed Pay Scale, and Non-Resident Fee**

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

Date: May 9, 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: None

Convened: 8:05 PM

Public Comments: None

Minutes: Outdoor Space Planning Update – the focus group meetings with staff, the board, and community members have been conducted. The survey will continue to be available on the website to gather additional information.

Contract for interior plants – the library is considering to contract with Phillips Interior Plants & Displays to provide and maintain plants inside the library. We are in the process of evaluating purchase and rental options. Both options include monthly maintenance of the plants.

Public Comments: None

Adjourned: 8:08 PM

Motions:

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

Date: May 9, 2022

Director's Report: (Director Jacobsen)

Attendance:

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

Convened: 7:30 PM

Public Comments: None

Minutes: Director Jacobsen provided the board with an update on the activity planning process for the FY23 strategic plan. He reported that each department has conducted discussions with staff to generate ideas to be considered as possible strategic activities.

Later this month, the leadership team will review and select the activities using the SMART objective approach (specific, measurable, attainable, relevant, and time bound). Some activities from FY22 will continue as they are multi-year projects.

Public Comments: None

Adjourned: 7:38 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: May 9, 2022

Executive Committee: (Chairman – President Nieman)

Attendance:

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

Convened: 8:08 PM

Public Comments: None

Minutes: Collection Development Policy – the board reviewed the policy. No revisions were made to the policy.

Public Comments: None

Adjourned: 8:09 PM

Motions:

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

Date: May 9, 2022

Executive Committee: (Chairman – President Nieman)

Attendance:

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

Convened: 8:09 PM

Public Comments: None

Minutes: Director Jacobsen provided the board with the proposed board meeting schedule for FY22/23.

Public Comments: None

Adjourned: 8:12 PM

Motions: