

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

Date: December 13, 2021

Building & Grounds Committee: (Chairman – Trustee Gallagher)

Attendance:

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

Convened: 6:48 PM

Public Comments: None

Minutes: Director Jacobsen provided the board with the status of the work currently being done on the terrazzo floor in the main level lobby area. A diamond polish is being applied to the flooring to provide a cleaner more polished appearance and easier maintenance once applied. The project is expected to be completed by the end of the month.

Director Jacobsen also reported on the humidity control project. To date, we have received one quote to install dehumidifiers in two areas of the library. We are in the process of seeking additional quotes before moving forward with the project.

President Nieman asked for two trustees to be on the Outdoor Space Master Planning Committee. Trustees Schreck and Villarreal volunteered to be on the committee.

Public Comments: None

Adjourned: 6:56 PM

Motions:

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

Date: December 13, 2021

Director's Report: (Director Jacobsen)

Attendance:

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

Convened: 6:39 PM

Public Comments: None

Minutes:

Director Jacobsen provided the board with the 2022 timetable/calendar document. The Document outlines important dates and scheduled activities for the upcoming year.

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 December 31, 2021. At this time, we recommend continuing to offer this type of leave and plan to extend the expiration date of the policy to June 30, 2022. The continued need for this policy will be re-evaluated at that time.

Public Comments: None

Adjourned: 6:48 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: December 13, 2021

Executive Committee: (Chairman – President Nieman)

Attendance:

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

Convened: 6:56 PM

Public Comments: None

Minutes: Library Lobby Table Policy – Director Jacobsen provided the board with additional information to aid in the discussion on the necessity of adopting a Library Lobby Table Policy. After much discussion, the board determined to adopt said policy. Approval to adopt the newly created policy will be on the January board meeting agenda.

Compensation Philosophy and Policy – the board reviewed and discussed the newly created policy. Approval to adopt the policy will be on the January board meeting agenda.

Public Comments: None

Adjourned: 7:05 PM

Motions: **Adopt Library Lobby Table Policy**
Adopt Compensation Philosophy and Policy

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

Date: December 13, 2021

Executive Committee: (Chairman – President Nieman)

Attendance:

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

Convened: 7:06 PM

Public Comments: None

Minutes: The board discussed the Library Director's contract and approach to the upcoming performance evaluation process. President Nieman asked for two volunteers to oversee the process. Trustee Rettinger and Trustee Smith volunteered. The board will discuss the compiled results of the Director's evaluation during the February board meeting.

The board also discussed if the Director's position should remain a contracted position or if the position should be "at will" like all other positions within then library. The consensus of the board was for the position to no longer be contracted and become "at will."

Adjourned: 7:19 PM

Doug Nieman
Committee Chairman

Motions: