

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

Date: February 14, 2022

Audit & Finance Committee: (Chairman - Trustee Smith)

Attendance:

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

Convened: 6:47 PM

Public Comments: None

Minutes: The board reviewed the suggested revisions made to the Fiscal Accountability Policy. The revised policy will be approved at the March board meeting.

Trustee Smith informed the board that Lee Nysted, the library's investment advisor, will provide the board with a presentation on the investment portfolio at the March board meeting. The board may submit questions they would like to ask Lee at the meeting to Director Jacobsen so he can provide them to Lee prior to the meeting.

Public Comments: None

Adjourned: 6:54 PM

Motions: **Approve revised Fiscal Accountability Policy**

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

Date: February 14, 2022

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: 6:54 PM

Public Comments: None

Minutes: Office furniture project – new workstations were added to the Youth Services and Communications workrooms. Two additional workstations will be added to the Adult Services workroom in the near future as well.

Youth Services directional sign - a vinyl sign was installed on the glass above the entrance to the stairs to assist with wayfinding to the Youth Services Department. Unfortunately, upon installation of the sign, it was discovered that the color selected is difficult to see at night. We are currently investigating a color selection that will be more noticeable.

Youth Services shelving - Staff has been busy reorganizing and shelving all the picture books and the project is now complete.

Young Adult shelving – a new shelving unit has been ordered. Once the new shelving is installed, the collection will be reorganized to enhance the user experience in this area.

Master Outdoor Space Planning Committee – the project kick-off meeting is scheduled for February 17. Staff focus group meetings will take place during Staff Development Day on April 22.

Humidity control project – the electrical work required to proceed with the project has been completed.

Public Comments: None

Adjourned: 6:57 PM

Motions:

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

Date: February 14, 2022

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: 6:37 PM

Public Comments: None

Minutes: The board discussed the upcoming Foundation Event that is scheduled for Friday, April 8, 2022. Given the recent news of the state mask mandate expiring on February 28, the consensus of the board was to proceed with plans for the event as scheduled.

Director Jacobsen reminded the board that the Open Meetings Act Training portal is now available. New board members should complete the training as soon as possible.

Director Jacobsen also informed the board of the Grand Avenue Tax Incremental Financing (TIF) Redevelopment plan that is underway in the Village of Lindenhurst. Director Jacobsen intends to attend an upcoming meeting in support of the TIF.

Public Comments: None

Adjourned: 6:47 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: February 14, 2022

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: 6:57 PM

Public Comments: None

Minutes: Programming Policy Review – Director Jacobsen provided the board with an overview of the suggested revisions made to the policy. He explained that a significant revision to the policy includes implementing a process for the reconsideration of library programs. The process mirrors the process currently in place within the Collection Development Policy for the reconsideration of materials in the collection.

Implementing this new process should help to provide clarity to our patrons, the board, and staff on how to address any issue that may arise from a program. Director Jacobsen also explained, as outlined in the policy, that a program under consideration will not be canceled, postponed, or rescheduled until the review is complete and the final decision is determined. If however, the staff committee or the board determine that the program is not in line with the library’s mission and policy after the program takes place, that decision will influence future program choices.

The revised Programming Policy will be approved at the March board meeting.

Merchandise Sale Policy, Lost and Found Policy, and Donation Box Policy – these policies were all reviewed with no revisions being made.

Public Comments: None

Adjourned: 7:11 PM

Motions: **Approve revised Programming Policy**

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

Date: February 14, 2022

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: 7:11 PM

Public Comments: None

Minutes: With the announced resignations of Trustee Rettinger in March, and Trustee Gallagher in June, the board discussed the process of appointing two trustees to fill the upcoming vacancies.

Information regarding the board vacancies will be included in the next newsletter, posted on the library website, and displayed within the library. Interested candidates will be required to submit a letter of interest to President Nieman and Director Jacobsen by March 31st. Submissions received will be reviewed and shared with the board. Selected candidates will be invited to attend a brief interview with the board that will be scheduled during the April 11th board meeting. The intent is to appoint one trustee to fill the vacancy beginning in May, and appoint the other trustee beginning in July. The appointed trustees terms will expire in May 2023.

Public Comments: None

Adjourned: 7:29 PM

Motions: