

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

Date: November 14, 2022

Audit & Finance Committee: (Chairman - Trustee Smith)

Attendance:

Present: Trustees Durot, Gass, Nieman, Schreck, and Smith
Absent: Trustees Venturi and Villarreal
Ex Officio: Jacobsen
Also Present: Binkley
Guests: Visitor

Convened: 8:25 PM

Public Comments: None

Minutes: Investment Advisor Update - Trustee Smith reported that communications with Lee Nysted have improved. Mr. Nysted plans to attend a board meeting in early 2023 to provide the board with an overview on the library's investment portfolio. Trustee Smith also stated that the updated fee structure began November 1.

Schwab Quarterly Statements – Trustee Smith provided a brief review of the quarterly investment statements for the short and long term investment accounts.

Preliminary Payables Report – Administrative Services Manager Binkley inquired if the board still desires to receive a preliminary payables report, or to only provide the final payables report on the day of the board meetings. The consensus of the board was that it is no longer necessary to provide the preliminary report.

Public Comments: None

Adjourned: 8:29 PM

Motions:

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

Date: November 14, 2022

Building & Grounds Committee: (Chairman – Trustee Durot)

Attendance:

Present: Trustees Durot, Gass, Nieman, Schreck, and Smith
Absent: Trustees Venturi and Villarreal
Ex Officio: Jacobsen
Also Present: Binkley
Guests: Visitor

Convened: 8:29 PM

Public Comments: None

Minutes: New Activity Wall in Youth Services – the new activity wall was recently installed in the board book area of the Youth Services Department to enhance the space.

Youth Services Program Room Flooring - Director Jacobsen reported that he, Kevin Knodel (Facility Manager), and Elisa Gueffier (Head of YS), recently visited a school in Elk Grove to view and discuss the Nora Sentica type flooring that is being considered as a replacement for the YS program room. Following the visit, staff believe this solution will work well in the space and are currently seeking quotes.

Public Comments: None

Adjourned: 8:31 PM

Motions:

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

Date: November 14, 2022

Director's Report: (Director Jacobsen)

Attendance:

Present: Trustees Durot, Gass, Nieman, Schreck, and Smith

Absent: Trustees Venturi and Villarreal

Ex Officio: Jacobsen

Also Present: Binkley

Guests: Visitor

Convened: 8:15 PM

Public Comments: None

Minutes: COVID Self-Care Continuation or Termination – The board discussed allowing for the policy supporting the use of COVID Self-Care to expire as scheduled 12/31/22. After much discussion, it was determined that the board will vote to either approve to extend the COVID Self-Care use policy, or allow it to expire as scheduled at the December board meeting.

Staff Training Day – March 17, 2023 – Preparations are underway for an all staff training day on Friday, March 17, 2023. Approval to allow for the library to be closed on Friday, March 17, 2023 will be on the December board meeting agenda.

Public Comments: None

Adjourned: 8:25 PM

Motions: Approve to extend or terminate COVID Self-Care
Approve closing library on March 17, 2023 to conduct Staff Training Day

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: November 14, 2022

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

Attendance:

Present: Trustees Durot, Gass, Nieman, Schreck, and Smith
Absent: Trustees Venturi and Villarreal
Ex Officio: Jacobsen
Also Present: Binkley
Guests: Visitor

Convened: 8:31 PM

Public Comments: None

Minutes: The board reviewed and discussed revisions made to the Personnel Policy Manual During 2022 and amendments to Resolution 22-101 – Anti-Harassment and Anti-Discrimination Policy.

Approval of the revised Personnel Policy Manual and amended Resolution will on the December board meeting agenda.

Public Comments: None

Adjourned: 8:32 PM

Motions: Approve Revised Personnel Policy Manual
Approve Amended Resolution 22-101 – Anti-Harassment and Anti-Discrimination Policy

A SPECIAL MEETING OF THE BUILDING & GROUNDS COMMITTEE
OF THE LAKE VILLA DISTRICT LIBRARY, LAKE VILLA, IL
WAS HELD ON NOVEMBER 17, 2022

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

The special meeting of the Building & Grounds Committee 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 6:30 PM on the 17th day of November, 2022 by President Nieman.

ROLL CALL: Secretary Schreck called roll. The following Trustees answered present: Nate Gass, Doug Nieman, Paul Schreck, and Barbara Venturi. Absent: Trustees Durot, Smith, and Villarreal. Also present: Director Mikael Jacobsen. Guests: Representatives from Hitchcock Design Group, Hey and Associates, and visitors the general public.

APPROVAL OF AGENDA: TRUSTEE VENTURI MOVED TO APPROVE THE AGENDA AS PRESENTED. TRUSTEE SCHRECK SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-4; NAYS-0; ABSENT-3: DUROT, SMITH, VILLARREAL.

Trustee Villarreal arrived at 6:31 pm.

PRESENTATION: Representatives from Hitchcock Design Group (HDG) presented an overview of the outdoor space plan. The presentation included a review of the site analysis conducted; guiding principles in designing the plan; preliminary concept designs; the overall master plan as it currently stands; and allowed for the opportunity for the public to provide feedback regarding the plan.

PUBLIC COMMENTS: None.

ADJOURNMENT: There being no further business, at 7:24 PM, TRUSTEE VENTURI MOVED AND TRUSTEE VILLARREAL SECONDED THAT THE MEETING BE ADJOURNED. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-5; NAYS-0; ABSENT-DUROT AND SMITH.

Secretary Schreck