

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

Date: April 10, 2023

Director's Report: (Director Jacobsen)

Attendance:

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

Convened: 6:44 PM

Public Comments: None

Minutes: Library vehicle purchase update – Director Jacobsen reported that he has contacted a few dealerships in the area to see if they can be of assistance in finding the type of vehicle the library is interested in purchasing. Director Jacobsen will keep the board informed when there are any updates to share.

Public Comments: None

Adjourned: 6:48 PM

Motions:

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

Date: April 10, 2023

Audit & Finance Committee: (Chairman - Trustee Smith)

Attendance:

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

Convened: 6:48 PM

Public Comments: None

Minutes: Bank interest rate adjustment – Treasurer Smith reported that Director Jacobsen recently reached out of Old National Bank (ONB) to see if they could improve their interest rate for the library checking account. Fortunately, ONB was able to adjust the rate to be more competitive with other area bank rates.

Fiscal year 2024 working budget update – Treasurer Smith reported that he met with Director Jacobsen to review the FY24 working budget document. A special Audit & Finance Committee Meeting is scheduled for Monday, April 24, 2023 at 6pm to review the working budget.

Public Comments: None

Adjourned: 6:50 PM

Motions:

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

Date: April 10, 2023

Building & Grounds Committee: (Chairman – Trustee Durot)

Attendance:

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

Absent: Villarreal

Ex Officio: Jacobsen

Also Present: Binkley

Guests: Beverley and Swan

Convened: 6:50 PM

Public Comments: None

Minutes: Gravel pathway – Director Jacobsen mentioned that the gravel pathway behind the building requires some maintenance as the metal edging is heaving in some areas and the gravel needs to be replaced. The Facility Manager will seek recommendations and quotes for repairing the pathway.

Outdoor Space Plan process completion – Director Jacobsen reported that the Outdoor Space Plan has been completed. The plan will help guide future Boards and staff to creating a cohesive space for the community to enjoy.

Outdoor Space Plan Project Priority Setting – the board discussed establishing priority projects within the Outdoor Space Plan that could potentially be addressed in fiscal year 2024 and beyond. After much discussion, it was determined that Director Jacobsen will seek input from staff to help identify the priority areas within the Outdoor Space Plan and will use the information to help establish a priority list to provide to the board. The board may choose to schedule a special Building & Grounds Committee Meeting to discuss the priority list in greater detail.

Public Comments: None

Adjourned: 7:15 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: April 10, 2023

Executive Committee: (Chairman – President Nieman)

Attendance:

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

Absent: Villarreal

Ex Officio: Jacobsen

Also Present: Binkley

Guests: Beverley and Swan

Convened: 7:15 PM

Public Comments: None

Minutes: Information Display Policy - the board reviewed the policy. No revisions were made to the policy.

Vehicle Use Policy – the board reviewed the newly created policy and recommended a few minor edits to the policy. The board will vote to adopt the policy at the May board meeting.

Public Comments: None

Adjourned: 7:24 PM

Motions: Adopt Vehicle Use Policy

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

Date: April 10, 2023

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

Attendance:

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

Absent: Villarreal

Ex Officio: Jacobsen

Also Present: Binkley

Guests: Beverley and Swan

Convened: 7:24 PM

Public Comments: None

Minutes:

President Nieman congratulated newly elected board members Joel Beverley and David Swan. Each member of the current board introduced themselves and welcomed them to the board. The new board members will be sworn in during the May 15th board meeting. President Nieman also mentioned that the board will vote on a new slate of officers during the meeting.

Public Comments: None

Adjourned: 7:26 PM

Motions:

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

Date: April 24, 2023

Audit & Finance Committee: (Chairman - Trustee Smith)

Attendance:

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

Convened: 6:00 PM

Public Comments: None

Minutes: Director Jacobsen provided the board with an overview of the preliminary budget for fiscal year 2023/2024. He explained the estimate of revenue, provided highlights of the proposed working budget expenditures, and reviewed the transfers/income and expenditures for each of the special funds. He also provided a detailed explanation of the proposed salary budget, as well as the recommended adjustments to the proposed pay scale.

Any necessary revisions made to the preliminary budget will be discussed at the May 15th Audit & Finance committee meeting.

The fiscal year 2023/2024 working budget, proposed pay scale, and fund transfer amounts will be approved at the June 12, 2023 board meeting.

Public Comments: None

Adjourned: 7:01 PM

Motions: **Approve FY 23/24 Working Budget, Proposed Pay Scale, and Fund Transfers**