

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

Date: August 14, 2023

Director's Report: (Director Jacobsen)

Attendance:

Present: Trustees Beverley, Durot, Gass, Schreck, and Villarreal

Absent: Smith and Swan

Ex Officio: Jacobsen

Also Present: Binkley

Guests: None

Convened: 6:54 PM

Public Comments: None

Minutes: Fiscal Year 2023-2024 Strategic Activities List – Director Jacobsen provided the board with an overview of the strategic activities planned for fiscal year 2023-2024.

Illinois Public Library Annual Report (IPLAR) – Director Jacobsen provided the board with a brief review of the completed report. The report is required to be submitted to the Illinois State Library in September and are eventually submitted to the Institute for Museums and Libraries to provide data on nationwide usage trends.

Public Comments: None

Adjourned: 7:12 PM

Motions:

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

Date: August 14, 2023

Audit & Finance Committee: (Chairman - Trustee Smith)

Attendance:

Present: Trustees Beverley, Durot, Gass, Schreck, and Villarreal
Absent: Smith and Swan
Ex Officio: Jacobsen
Also Present: Binkley
Guests: None

Convened: 7:12 PM

Public Comments: None

Minutes: Special Reserve Outdoor Financial Plan – Director Jacobsen provided an overview of the long-term financial plan that was created to guide the library on how to proceed with the outdoor improvements in a fiscally responsible manner. The plan was designed to ensure the current board, future boards, and staff have a shared understanding of financial priorities.

Policy and Procedure for Preparing and Updating Disclosures – this policy ensures that the library complies with Federal Securities Laws in the event of the issuance of bonds or other obligations. The policy was reviewed by the library’s attorney with no revisions being made to it.

Upcoming FY24/25 Levy – Director Jacobsen provided a review of the draft levy for the board to consider. The board will review again in September and potentially approve in October.

Public Comments: None

Adjourned: 7:33 PM

Motions:

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

Date: August 14, 2023

Building & Grounds Committee: (Chairman – Trustee Durot)

Attendance:

Present: Trustees Beverley, Durot, Gass, Schreck, and Villarreal
Absent: Smith and Swan
Ex Officio: Jacobsen
Also Present: Binkley
Guests: None

Convened: 7:33 PM

Public Comments: None

Minutes: Director Jacobsen informed the board that Dave Frigo and Anais Placido from Hitchcock Design Group are scheduled to provide a presentation to the board on the front entrance and terraces improvement project during the Special Board Meeting scheduled for Monday, August 21, 2023.

Public Comments: None

Adjourned: 7:36 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: August 14, 2023

Executive Committee: (Chairman – President Schreck)

Attendance:

Present: Trustees Beverley, Durot, Gass, Schreck, and Villarreal
Absent: Smith and Swan
Ex Officio: Jacobsen
Also Present: Binkley
Guests: None

Convened: 7:37 PM

Public Comments: None

Minutes: Paid Parental Leave Policy Review – the board reviewed and discussed the policy with no revisions made to it. Trustee Beverley asked if a consideration could be made to include foster care in the policy. Director Jacobsen will seek legal guidance regarding including foster care within the policy, and Administrative Services Manager Binkley will inquire with the HR pier group to see if other libraries are including foster care in their policies. The foster care consideration will be revisited during the September committee meeting.

Unattended Children Policy Review – the board reviewed the policy with no revisions being made to it.

Public Comments: None

Adjourned: 7:45 PM

Motions:

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

Date: August 14, 2023

Executive Committee: (Chairman – President Schreck)

Attendance:

Present: Trustees Beverley, Durot, Gass, Schreck, and Villarreal
Absent: Smith and Swan
Ex Officio: Jacobsen
Also Present: Binkley
Guests: None

Convened: 7:45 PM

Public Comments: None

Minutes: Naming Rights – the board discussed the consideration to add naming rights to the Gifts to the Library Policy in order to be prepared if any community member would like to assist in significant funding of outdoor improvements. After much discussion, the board determined this topic would be revisited during the policy's next scheduled review in 2024.

Public Comments: None

Adjourned: 7:53 PM

Motions:

A SPECIAL MEETING OF THE BOARD OF TRUSTEES
OF THE LAKE VILLA DISTRICT LIBRARY, LAKE VILLA, IL
WAS HELD ON AUGUST 21, 2023

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

The special meeting of the Board of Library Trustees 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 6:00 PM on the 21st day of August, 2023 by President Schreck.

ROLL CALL: Secretary Villarreal called roll. The following Trustees answered present: Joel Beverley, Jennifer Durot, Nate Gass, Paul Schreck, Jarrod Smith, and Vanessa Villarreal. Absent: David Swan. Also present: Director Jacobsen and Administrative Services Manager Binkley. Guests: Dave Frigo of Hitchcock Design Group.

APPROVAL OF AGENDA: TRUSTEE VILLARREAL MOVED TO APPROVE THE AGENDA AS PRESENTED. TRUSTEE SMITH SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: SWAN.

PUBLIC COMMENTS: None.

NEW BUSINESS: Public Hearing on Budget and Appropriation Ordinance 23-102
President Schreck opened the public hearing for Budget and Appropriation Ordinance 23-102.

Hearing no questions or comments, President Schreck closed the hearing at 6:02 PM.

TRUSTEE SMITH MOVED TO ENACT BUDGET AND APPROPRIATION ORDINANCE 23-102 FOR LAKE VILLA PUBLIC LIBRARY DISTRICT FOR FISCAL YEAR COMMENCING JULY 1, 2023 AND ENDING JUNE 30, 2024. TRUSTEE VILLARREAL SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: BEVERLEY, DUROT, GASS, SHCRECK, SMITH, AND VILLARREAL; NAYS-0; ABSENT-1: SWAN.

ORDINANCE 23-102
ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR THE LAKE VILLA PUBLIC LIBRARY DISTRICT FOR FISCAL YEAR COMMENCING JULY 1, 2023 AND ENDING JUNE 30, 2024, BE IT ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE LAKE VILLA PUBLIC LIBRARY

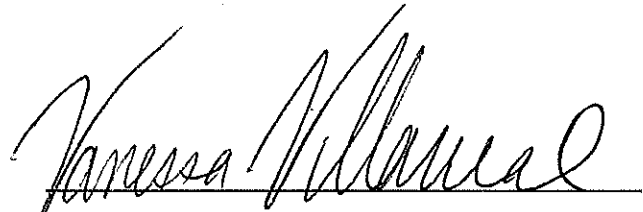
August 21, 2023

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DISTRICT: The Ordinance shall be in full force and effective immediately upon passage, approval and publication as required by law. Passed and approved August 21, 2023. A copy of Ordinance 23-102 is on file.

PRESENTATION: Dave Frigo from Hitchcock Design Group provided the board with a presentation on the design plans for the front entrance and terraces improvement project. He also reported on the scope of the project, the next steps in the project, and provided an update on the application process for the Open Space Land Acquisition Development (OSLAD) Grant.

ADJOURNMENT: There being no further business, at 6:59 PM TRUSTEE VILLARREAL MOVED AND TRUSTEE SMITH SECONDED THAT THE MEETING BE ADJOURNED. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: SWAN.



Secretary