

The regular public meeting of the Board of the Library Trustees of the Lake Villa Public Library District, Lake County, Illinois, was 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 12th day of December 2022, by President Nieman.

- ROLL CALL: Secretary Schreck called roll. The following Trustees answered present: Jennifer Durot, Nate Gass, Doug Nieman, Paul Schreck, Jarrod Smith, Barbara Venturi, and Vanessa Villarreal. Absent: None. Also present: Director Mikael Jacobsen and Administrative Services Manager Julie Binkley. Guests: None.
- APPROVAL OF AGENDA: TRUSTEE SMITH MOVED TO APPROVE THE AGENDA AS PRESENTED. TRUSTEE VENTURI SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-7; NAYS-0; ABSENT-0.
- PUBLIC COMMENTS: None.
- ROLE OF TRUSTEE OVERVIEW: Director Jacobsen intended to provide a brief overview of the activities of the library, role of trustee, relationship to the staff, explanation of the election process and petitions for nomination. Since no public guests were present at this point in the meeting, it was not necessary to provide the information.
- CONSENT AGENDA ITEMS: PRESIDENT NIEMAN PRESENTED THE CONSENT AGENDA ITEMS AND THE BOARD ADOPTED THE ITEMS.
- APPROVAL OF MINUTES
- i. November 14, 2022 Board Meeting Minutes
  - ii. November 14, 2022 Audit & Finance, Building & Grounds, and Executive Committee Meeting Minutes
  - iii. November 17, 2022 – Building & Grounds Special Committee Meeting Minutes
- PRESENTATION OF BILLS: December disbursements were presented in the amount of \$254,962.04. November payroll was \$192,239.19.
- TREASURER'S REPORT: Account balances as of November 30, 2022 were as follows: Old National Bank Account=\$360,016.17; Schwab Investment Account=\$10,288,572.88; Schwab Short Term Account=\$4,066,870.93. Real estate taxes in the amount of \$77,710.27, and impact fees from the Village of Lindenhurst in the amount of \$400 were also received in November.
- TRANSFER: A TRANSFER OF \$445,000 FROM THE SCHWAB ACCOUNTS TO THE OLD NATIONAL BANK ACCOUNT TO COVER SALARIES FOR NOVEMBER AND DISBURSEMENTS FOR DECEMBER.
- APPROVAL OF CONSENT AGENDA ITEMS: TRUSTEE SCHRECK MOVED TO APPROVE THE CONSENT AGENDA ITEMS. TRUSTEE SMITH SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: DUROT, GASS, NIEMAN, SCHRECK, SMITH, VENTURI, AND VILLARREAL; NAYS-0; ABSENT-0.

Director's Report

Director Jacobsen highlighted the following from his report:

- Library usage is noticeably increasing. To better gather building usage data, a people counter has been added to the upper entrance.

## COMMUNICATIONS:

The Communication folder consisted of the following:

- A letter from a long-term patron expressing their gratitude to LVDL for the children's book sales of discarded books. The books have aided in their ability to send quality children's books to the children of Flint Michigan that have been affected by lead poisoning exposure.
- A thank you card and cookie tray delivered to library from Miss, Jr. Miss, and Little Miss Lindenhurst pageant queens to express their appreciation to LVDL for the continuous support.

UNFINISHED  
BUSINESS:

None.

## NEW BUSINESS:

Extend COVID Self-Care Leave Through June 30, 2023 (Action)

TRUSTEE DUROT MOVED TO EXTEND THE USE OF COVID SELF-CARE LEAVE THROUGH JUNE 30, 2023. TRUSTEE GASS SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-4; NAYS-3; ABSENT-0.

Approve Amended Resolution 22-101 – Anti-Harassment and Anti-Discrimination Policy (Action)

TRUSTEE SMITH MOVED TO APPROVE AMENDED RESOLUTION 22-101 – ANTI-HARASSMENT AND ANTI-DISCRIMINATION POLICY AS PRESENTED AND DISCUSSED AT THE NOVEMBER 14, 2022 COMMITTEE MEETING. TRUSTEE SCHRECK SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-7; NAYS-0; ABSENT-0.

Approve Revised Personnel Policy Manual (Action)

TRUSTEE SCHRECK MOVED TO APPROVE THE REVISED PERSONNEL POLICY MANUAL AS PRESENTED AND DISCUSSED AT THE NOVEMBER 14, 2022 COMMITTEE MEETING. TRUSTEE VILLARREAL SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-7; NAYS-0; ABSENT-0.

Approve Library Closing for Staff Development Day (Action)

TRUSTEE VILLARREAL MOVED TO CLOSE THE LIBRARY TO PATRONS IN ORDER TO CONDUCT STAFF DEVELOPMENT DAY ON FRIDAY, MARCH 17, 2023. TRUSTEE SMITH SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-7; NAYS-0; ABSENT-0.

Semi-Annual Review of Executive Session Minutes (Action)

President Nieman reported that there are currently no Executive Session minutes being held to be considered for release, only audio recordings of released minutes that are authorized to be destroyed at this time.

TRUSTEE VENTURI MOVED TO DESTROY RELEASED CLOSED SESSION AUDIO RECORDINGS PRIOR TO JULY 2021. TRUSTEE VILLARREAL SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-7; NAYS-0; ABSENT-0.

Reporting Purchase of HP Computers and Drives

Director Jacobsen informed the board of the recent purchase of HP computers and drives from Small Business Technology Solutions for a total cost of \$35,718.81 to update all staff computers.

PUBLIC COMMENTS: None.

ADJOURNMENT: There being no further business, at 6:22 PM, TRUSTEE SMITH MOVED AND TRUSTEE VILLARREAL SECONDED THAT THE MEETING BE ADJOURNED. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-7; NAYS-0; ABSENT-0.

The next regular Board Meeting is scheduled for 6:00 PM, January 9th, 2023.

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Secretary Schreck