

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

**Date:** December 12, 2022

**Director's Report:** (Director Jacobsen)

**Attendance:**

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

**Absent:** None

**Ex Officio:** Jacobsen

**Also Present:** Binkley

**Guests:** None

**Convened:** 6:22 PM

**Public Comments:** None

**Minutes:** Director Jacobsen provided the board with the 2023 timetable/calendar document. The document outlines important dates and scheduled activities for the upcoming year.

**Public Comments:** None

**Adjourned:** 6:23 PM

**Motions:**

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

**Date:** December 12, 2022

**Audit & Finance Committee:** (Chairman - Trustee Smith)

**Attendance:**

**Present:** Trustees Durot, Gass, Nieman, Schreck, Smith, Venturi and Villarreal  
**Absent:** None  
**Ex Officio:** Jacobsen  
**Also Present:** Binkley  
**Guests:** None

**Convened:** 6:23 PM

**Public Comments:** None

**Minutes:** Investment Advisor Update - Trustee Smith reported that communications with Lee Nysted continue to go well. Mr. Nysted is scheduled to attend the March 2023 board meeting and will also be scheduled to attend a board meeting in July or August.

**Public Comments:** None

**Adjourned:** 6:24 PM

**Motions:**

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

**Date:** December 12, 2022

**Building & Grounds Committee:** (Chairman – Trustee Durot)

**Attendance:**

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

**Convened:** 6:24 PM

**Public Comments:** None

**Minutes:** Youth Services Program Room Flooring - Director Jacobsen reported that a contract for with Dickow Cyzak Tile Company has been signed. The price of \$24,996 was significantly lower than other quotes received.

Adult A/V Shelving – Director Jacobsen reported that following a significant observational study of usage within the adult A/V area, the library is purchasing \$11,731 of shelving designed to better display the adult A/V collection. Staff believe the new shelving will help to make the A/V area more patron-friendly and useful.

Outdoor Space Plan Updates – the recent meeting held with the general public went very well. It seemed evident that those in attendance seemed pleased with the direction the library is taking with the outdoor space plans.

Youth Service Activity Wall – minor repairs/touch-ups have been completed. Overall, we are very pleased with the new activity wall.

**Public Comments:** None

**Adjourned:** 6:30 PM

**Motions:**

Lake Villa District Library  
Board of Trustees  
Executive Committee  
**Meeting Minutes**

**Date:** December 12, 2022

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

**Attendance:**

**Present:** Trustees Durot, Gass, Nieman, Schreck, Smith, Venturi and Villarreal  
**Absent:** None  
**Ex Officio:** Jacobsen  
**Also Present:** Binkley  
**Guests:** None

**Convened:** 6:30 PM

**Public Comments:** None

**Minutes:** Meeting Room Policy – the board discussed the policy and the fact that it currently does not provide clear direction on whether groups using meeting spaces are permitted to put up directional signage. Following the discussion, it was determined to allow for the usage of directional signage by outside groups. The policy will be updated to reflect that the use of directional signage is permitted.

The board also discussed a request received for the board to consider increasing the amount of room reservations allowed to be made during a month. Currently, the policy states that groups are allowed four reservations per month totaling sixteen hours. After much discussion, the board agreed to increase the amount of room reservations allowed to six reservations per month on an experimental basis. Meeting room reservations and usage will be monitored to ensure equitable access. If necessary, the amount of room reservations allowed will be reevaluated and may be reduced to previous allowances.

**Public Comments:** None

**Adjourned:** 6:54 PM

**Motions:** Approve Revised Meeting Room Policy

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

**Date:** December 12, 2022

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

**Attendance:**

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

**Absent:** None

**Ex Officio:** Jacobsen

**Also Present:** Binkley

**Guests:** None

**Convened:** 6:54 PM

**Public Comments:** None

**Minutes:** Library Director Evaluation Committee Appointments and Process – President Nieman briefly explained the Director's performance evaluation process and asked for two volunteers to coordinate the process. Trustees Durot and Schreck volunteered.

Director Jacobsen also provided the board with his annual self-evaluation report, goals for next year, and salary information and analysis for the board's review of his performance.

Trustee Smith will assist in creating an online survey tool for the board to use to evaluate Director Jacobsen. The board will complete the survey in January and discuss the results at the February board meeting.

**Public Comments:** None

**Adjourned:** 7:08 PM

**Motions:**