

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

Date: February 13, 2023

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: 7:05 PM

Public Comments: None

Minutes: Foundation Event review – the board discussed the recent Grapes & Growlers event and shared some observations. The event was well-attended and it appeared that those in attendance really enjoyed it.

Foundation – the board discussed the consideration of the library Foundation to assist with funding for the purchase of summer reading program t-shirts to provide to SRP participants. The consensus of the board was in support of the Foundation assisting with the funding. Approval to do so will be on the March board meeting agenda.

Book hauler proposal – the board discussed the proposal to purchase a book hauler type vehicle and the consideration of contracting with Special Vehicle Services to prepare a bid specification packet and conduct a formal bid process for a book hauler type vehicle. After much discussion, the consensus of the board was for the Book Hauler committee to explore more affordable options, smaller type vehicles, and possibly a used vehicle. The committee will reconvene to discuss next steps and report back to the board when more information is gathered.

Public Comments: None

Adjourned: 7:41 PM

Motions: Approve for the Foundation to assist with funding for the purchase of SRP t-shirts.

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

Date: February 13, 2023

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: 7:41 PM

Public Comments: None

Minutes: Lee Nysted will be attending the March board meeting to provide the board with an overview on the library's investment funds.

Fiscal Accountability Policy – The board reviewed and discussed the policy. An additional revision was recommended to be made to the policy. The revised policy will be approved at the March board meeting.

Public Comments: None

Adjourned: 7:52 PM

Motions: Approve revised Fiscal Accountability Policy

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

Date: February 13, 2023

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: 7:52 PM

Public Comments: None

Minutes: Outdoor space planning update – Director Jacobsen highlighted updates provided by Hitchcock Design Group:

- The overall plan has been updated in AutoCAD.
- Dave Kraft is working on the environmental restorations and costs.
- Working on various site components and phases. Once unit costs are available, a preliminary budget will be shared.
- Creating the framework plans for the 3D model.
- 95% completion will be presented to the board at the March board meeting and at a meeting with the public on March 23.

Public Comments: None

Adjourned: 7:59 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: February 13, 2023

**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: 7:59 PM

Public Comments: None

Minutes: The board reviewed and discussed the Freedom to Read Statement Policy, the Library Bill of Rights Policy, and the Progressive Discipline Policy. No revisions were made to said policies.

Public Comments: None

Adjourned: 7:59 PM

Motions:

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

Date: February 13, 2023

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: 8:02 PM

Public Comments: None

Minutes: Library Director Evaluation Process – President Nieman thanked Trustees Durot and Schreck for their efforts in coordinating the director's annual evaluation process.

The board also discussed revising the evaluation document as some of the questions seem difficult to provide ratings of exceeds/meets/needs improvement, and perhaps should be revised to a "yes" or "no" type of response. Director Jacobsen will review the information the board provided him to identify what information is useful. He will share this information with Trustees Durot and Schreck to assist in their review and revision of the document.

Director Jacobsen reported that legislative meet-ups have been scheduled with the following state representatives and other local libraries:

- Joyce Mason - March 13 (Trustees Nieman and Villarreal plan to attend)
- Mary Edly-Allen on March 16 (Trustees Gass and Schreck plan to attend)
- Tom Weber – TBD
- Craig Wilcox - TBD

The meetings are being held in place of the annual Illinois Library Association Library Legislative Meet-ups which are not being conducted this year. The intent of the meetings are to provide the opportunity for library trustees, directors, and local legislators to meet and discuss issues affecting libraries.

Public Comments: None

Adjourned: 8:18 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: February 13, 2023

Executive Committee: (Chairman – Trustee Gass)

Attendance:

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

Convened: 8:00 PM

Public Comments: None

Minutes: Director Jacobsen reported on the recent Friends meeting. The Friends approved to provide the library with \$8,000 in funding to support the Summer Reading Program.

The Friends intend to vote on a new president at the next meeting.

Public Comments: None

Adjourned: 8:02 PM

Motions: