

Lake Villa District Library
Board of Trustees
Decennial Committee #3
Meeting Minutes

Date: July 10, 2023

Convened: 6:01 PM

Public Comments: None

Minutes:

Decennial Committee on Local Government Efficiency Meeting #3.

Roll Call Vote - Vanessa Villarreal called roll. The following committee members answered present: Joel Beverley, Nate Gass, Mick Jacobsen, Doug Nieman, Paul Schreck, Jarrod Smith, David Swan, and Vanessa Villarreal. Absent: Jennifer Durot and Barbara Venturi. Also present: Administrative Services Manager Julie Binkley. Guests: None.

Approval of Agenda – Nate Gass moved to approve the agenda as presented. Jarrod Smith seconded the motion. Upon being put to a vote, the motion carried. Ayes-8; Nays-0; Absent-2: Durot and Venturi.

Approval of Minutes – Doug Nieman moved to approve the Decennial Committee Meeting #2 Minutes dated June 12, 2023. Jarrod Smith seconded the motion. Upon being put to a vote, the motion carried. Ayes-8; Nays-0; Absent-2: Durot and Venturi.

Review and Approval of Final Decennial Committee Report – Mick Jacobsen moved to approve the final Decennial Committee Report and authorized the Director to submit the report on behalf of the committee. Vanessa Villarreal seconded the motion. Upon being put to a vote, the motion carried. Ayes-8; Nays-0; Absent-2: Durot and Venturi.

Survey of residents who attended asking for input on matters discussed. None.

Public Comments: None

Adjourned: 6:09 PM

Motions:

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

Date: July 10, 2023

Director's Report: (Director Jacobsen)

Attendance:

Present: Trustees Beverley, Gass, Schreck, Smith, Swan, and Villarreal

Absent: Durot

Ex Officio: Jacobsen

Also Present: Binkley

Guests: None

Convened: 6:39 PM

Public Comments: None

Minutes: Fiscal Year 2022-2023 Strategic Activities Report – Director Jacobsen provided the board with an overview of the activities completed during fiscal year 2022-2023. The board commended staff for their efforts and were impressed with the many accomplishments in support of the strategic goals.

Public Comments: None

Adjourned: 6:46 PM

Motions:

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

Date: July 10, 2023

Audit & Finance Committee: (Chairman - Trustee Smith)

Attendance:

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

Convened: 6:46 PM

Public Comments: None

Minutes: Trustee Smith reported that Library Investment Advisor Lee Nysted is scheduled to attend the August board meeting. Board members can submit questions for Lee to address at the meeting to Director Jacobsen. Trustee Smith also provided the most recent investment statements.

Special Reserve Transfer Ordinance #23-103 – Director Jacobsen reported on the estimated Special Reserve transfer amount that the board will approve at the August meeting. He explained that after reviewing the unaudited operating expenditures, we estimate that \$545,000 can be transferred to the Special Reserve Fund while maintaining approximately six months of reserve in the General Fund as described within the Fund Balance Policy.

Public Comments: None

Adjourned: 6:52 PM

Motions: Adopt Special Reserve Transfer Ordinance #23-103

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

Date: July 10, 2023

Building & Grounds Committee: (Chairman – Trustee Durot)

Attendance:

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

Convened: 6:52 PM

Public Comments: None

Minutes: Entrance and terraces outdoor project progress report – Director Jacobsen reported that meetings are taking place with Hitchcock Design Group to move forward with the design of the project, and with the Village of Lindenhurst to obtain the necessary permits for the additional electrical and structural work.

Open Space Lands Acquisition and Development Grant (OSLAD) – Director Jacobsen reported on the progress made thus far with OSLAD grant application process. Currently in the process of sending out requests for letters of recommendation in support of the grant. The grant application is due for submission by the end of August.

Public Comments: None

Adjourned: 6:59 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: July 10, 2023

Executive Committee: (Chairman – President Schreck)

Attendance:

Present: Trustees Beverley, Gass, Schreck, Smith, Swan, and Villarreal

Absent: Durot

Ex Officio: Jacobsen

Also Present: Binkley

Guests: None

Convened: 6:59 PM

Public Comments: None

Minutes: Remote Work Policy Review – the board reviewed and discussed the revised policy. A few minor edits were made to the policy. Approval of said policy will be on the August board meeting agenda.

Proctoring Policy Review – the board reviewed the policy with no revisions being made to the policy.

Public Comments: None

Adjourned: 7:05 PM

Motions: Approve Revised Remote Work Policy

Lake Villa District Library
Board of Trustees
Friends Committee
Meeting Minutes

Date: July 10, 2023

Friends Committee:(Chairman – Trustee Smith)

Attendance:

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

Convened: 7:05 PM

Public Comments: None

Minutes: Trustee Smith reported that the Friends of LVDL received over \$600 from the recent lobby book sale. Trustee Smith will be attending the next Friends meeting on July 20th and will report on it during the August committee meeting.

Public Comments: None

Adjourned: 7:08 PM

Motions:

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

Date: July 10, 2023

Executive Committee: (Chairman – President Schreck)

Attendance:

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

Convened: 7:09 PM

Public Comments: None

Minutes: Illinois Library Association Conference Attendance – the board discussed the Conference that is scheduled to be held October 24-26 in Springfield. Trustees Schreck and Villarreal plan on attending. Director Jacobson will also be attending and presenting at the conference.

The board also discussed the current budget for trustee training and the possibility of increasing the budgeted amount for next fiscal year in order to support the interest of board members attending these types of training.

Public Comments: None

Adjourned: 7:14 PM

Motions: