

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

Date: November 13, 2023

Director's Report: (Director Jacobsen)

Attendance:

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

Convened: 6:29 PM

Public Comments: None

Minutes: Per Capita Grant: Illinois Standards 4.0 Review - Director Jacobsen explained the Per Capita Grant funding requirements to the board. He reported that the library leadership team recently reviewed and discussed the *Serving our Public 4.0: Standards for Illinois Public Libraries*. The board reviewed and discussed the checklist that staff use to be sure LVDL is following or attempting to follow state standards.

The completed Per Capital Grant application was recently submitted to the Illinois State Library. We anticipate the library receiving funding of \$58,718.28 next fiscal year.

Public Comments: None

Adjourned: 6:40 PM

Motions:

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

Date: November 13, 2023

Audit & Finance Committee: (Chairman - Trustee Smith)

Attendance:

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

Convened: 6:40 PM

Public Comments: None

Minutes: Schwab Investment Statements – Trustee Smith provided a review of the current investment statements.

He also reported that Director Jacobsen contacted our representative from Old National Bank to see if the library Foundation account interest rate could be increased to align with the rate we are earning for library account. The bank was able to increase the rate.

Public Comments: None

Adjourned: 6:43 PM

Motions:

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

Date: November 13, 2023

Building & Grounds Committee: (Chairman – Trustee Durot)

Attendance:

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

Convened: 6:43 PM

Public Comments: None

Minutes: Tribute Plaque – Director Jacobsen explained that in the past, the library Foundation received a donation of \$2,365 in memory of Barbara Konitzer, a longtime director of the library. Staff thought it would be appropriate to include a plaque commemorating the former director to one of the benches being added to the library terraces. The consensus of the board was to allow for a the tribute plaque.

Bid Progress for Phase 1: Entrance and Terraces – Director Jacobsen reported that all necessary steps took place and the formal bid documents were released on October 30th. The bid opening meeting is scheduled for November 28th. Director Jacobsen anticipates bringing the lowest competitive bidder for board review in December.

Program Room A&B Sound Damping Project Update – we anticipate receiving the final quote from the material manufacturer this week. The installation will be completed in-house providing additional savings.

Public Comments: None

Adjourned: 6:51 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: November 13, 2023

Executive Committee: (Chairman – President Schreck)

Attendance:

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

Convened: 6:51 PM

Public Comments: None

Minutes: Personnel Policy Manual Review – The board reviewed recommended revisions made to the Personnel Policy Manual during 2023. Approval of the revised Personnel Policy Manual will on the December board meeting agenda.

Code Adam Policy Review – no revisions necessary.

Interlibrary Loan Policy Review – no revisions necessary.

Public Comments: None

Adjourned: 6:55 PM

Motions: Approve Revised Personnel Policy Manual

Lake Villa District Library
Board of Trustees
Friends Committee
Meeting Minutes

Date: November 13, 2023

Friends Committee:(Chairman – Trustee Smith)

Attendance:

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

Convened: 6:55 PM

Public Comments: None

Minutes: Trustee Smith and Director Jacobsen will be attending the Friends meeting on Thursday, November 16th and will report on the outcome of the meeting at the December committee meeting.

The Friends will be hosting a book sale on Saturday, November 18th from 9:30am - 3pm.

Public Comments: None

Adjourned: 6:56 PM

Motions:

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

Date: November 13, 2023

Executive Committee: (Chairman – President Schreck)

Attendance:

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

Absent: None

Ex Officio: Jacobsen

Also Present: Binkley

Guests: None

Convened: 6:56 PM

Public Comments: None

Minutes: Illinois Library Association Conference – President Schreck, Trustee Swan, and Director Jacobsen reported on their experiences at the recent ILA conference.

President Schreck reported that he and Trustee Durot will be meeting to discuss revising the director's performance evaluation.

Public Comments: None

Adjourned: 7:12 PM

Motions: