

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

Date: May 15, 2023

Director's Report: (Director Jacobsen)

Attendance:

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

Absent: Villarreal

Ex Officio: Jacobsen

Also Present: Binkley

Guests: None

Convened: 7:00 PM

Public Comments: None

Minutes: Committee Chairs – the board discussed chairs for each of the committees. The Committee chairs will remain the same with the exception of the Friends committee, which will now be chaired by Trustee Smith.

Strategic Planning for FY25 and FY26 discussion – Director Jacobsen explained that FY24 is the final year of the current strategic plan. He expressed that staff would like to seek a board consensus to keeping the current structure of the strategic plan as staff believe that the mission, vision, goals and most tactics remain timely, useful and appropriate. The consensus of the board agreed.

Staff will review the strategic tactics to examine whether changes or adjustments should be considered. These adjustments will be presented to the board for approval likely in March or April of 2024. An in-depth review of the strategic plan structure should be scheduled to take place during FY26.

Public Comments: None

Adjourned: 7:08 PM

Motions:

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

Date: May 15, 2023

Audit & Finance Committee: (Chairman - Trustee Smith)

Attendance:

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

Convened: 7:08 PM

Public Comments: None

Minutes: FY24 Working Budget update and discussion – Director Jacobsen reported on a few minor adjustments that were made to the working budget for FY24.

Developer Donation Table – The developer donation table for FY24 was reviewed.

Non-Resident Fee – Director Jacobsen provided the board with the calculation used to determine the non-resident card fee per Illinois Library Law. The fee for FY24 will remain at \$361.

Investment Fund Quarterly Statements – the board reviewed recent statements for the library's investment funds.

Approval of the FY24 Working Budget, Proposed Pay Scale, and Non-Resident Fee will be on the June board meeting agenda.

Public Comments: None

Adjourned: 7:14 PM

Motions: **Approve FY24 Working Budget, Proposed Pay Scale and Non-Resident Fee.**

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

Date: May 15, 2023

Building & Grounds Committee: (Chairman – Trustee Durot)

Attendance:

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

Convened: 7:14 PM

Public Comments: None

Minutes: Outdoor Space Plan Project Priority Setting FY24 – Director Jacobsen presented a proposed implementation plan for the outdoor space projects, as well as a building and grounds budgetary plan for the next 25 years. Director Jacobsen sought approval from the board to allow for the ability to move forward with areas 1 and 12 of the plan. The consensus of the board was to allow for Director Jacobsen to proceed.

The board also discussed allowing Director Jacobsen the ability to move ahead with contracting with Hitchcock Design Group to prepare the plans for areas 1 and 12, and to also proceed with contracting with Dan Eallonardo to serve as the library's owner's representative to oversee the projects.

Once developed, the plans will be reviewed the board and, if necessary, go through the formal bid process. The board would need to formally accept the lowest responsible bidder, if they so wish.

Gravel pathway – Director Jacobsen reported that we have contracted with Landscape Concepts to proceed with repairing/improving the gravel pathway.

Public Comments: None

Adjourned: 7:38 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: May 15, 2023

Executive Committee: (Chairman – President Schreck)

Attendance:

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

Convened: 7:38 PM

Public Comments: None

Minutes: FY24 – Board and Committee Meeting Schedule – Director Jacobsen provided the board with the meeting schedule for FY24. The schedule will be approved at the June board meeting.

COVID Self-Care Policy discussion – Director Jacobsen explained that the policy is due to expire June 30, 2023. The library has extended the use of this benefit a number of times beyond the initial legal requirement. The board discussed the possibility of allowing for the policy to expire as the federal government has declared the pandemic to be over. The board also discussed the consideration and impact of the current CDC guidelines regarding the recommended five day isolation period, which has remained the same.

Approval to either extend the use of the policy or allow the policy to expired effective June 30, 2023 will be on the June board meeting agenda.

Public Comments: None

Adjourned: 7:55 PM

Motions: **Approve FY24 Board and Committee Meeting Schedule**
Approve to either extend the COVID Self-Care Policy or Allow the policy to expire effective June 30, 2023

Lake Villa District Library
Board of Trustees
Decennial Committee
Meeting Minutes

Date: May 15, 2023

Convened: 6:15 PM

Public Comments: None

Minutes:

Decennial Committee on Local Government Efficiency Meeting #1.

Doug Nieman and Barbara Venturi were appointed to serve as Resident Committee Members.

Roll Call Vote - Secretary Pro Tem Beverley called roll. The following committee members answered present: Joel Beverley, Jennifer Durot, Nate Gass, Mick Jacobsen, Doug Nieman, Paul Schreck, Jarrod Smith, David Swan and Barbara Venturi. Absent: Vanessa Villarreal. Also present: Administrative Services Manager Julie Binkley. Guests: Head of Communications Nina Kenney.

Review of Decennial Committee Reporting Requirements and other information: Director Jacobsen provided an overview of the draft report which included: core services; potential additional core services; community partnerships; laws, policies, rules and procedures, training materials and other documents; list of what the library has done well; considerations for inefficiencies and what the library could do better; and articles on Illinois local government efficiency.

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

Public Comments: None

Adjourned: 6:26 PM

Motions: