

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

**Date:** December 11, 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:** 6:48 PM

**Public Comments:** None

**Minutes:** Director Jacobsen provided the board with the 2024 calendar/timetable document.  
The document outlines important dates and scheduled activities for the upcoming year.

**Public Comments:** None

**Adjourned:** 6:52 PM

**Motions:**

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

**Date:** December 11, 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:** 6:53 PM

**Public Comments:** None

**Minutes:** Program Room A&B Sound Dampening Project Update – the contract has been signed with the manufacturer and production will begin once the deposit payment has been received.

Restroom faucet issues – we have been experiencing issues with the restroom sink faucets not working properly and are in the process of exploring replacement options.

Youth Services Program Room flooring – the manufacturer is sending replacement materials for the blue colored sections of the flooring that are peeling up. Once received, the installer will come in to repair the flooring at no cost to the library.

**Public Comments:** None

**Adjourned:** 6:57 PM

**Motions:**

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

**Date:** December 11, 2023

**Attendance:**

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

**Convened:** 6:58 PM

**Public Comments:** None

**Minutes:** Potential Foundation Donation for Summer Reading Program (SRP) – with the potential dissolution of the Friends of the Library, the board discussed the consideration of the Library Foundation to increase the donation amount previously discussed from \$3,000 to \$8,000. The consensus of the board was to support the increase in the donation. Director Jacobsen stated that we anticipate most of the funding for this donation will be made by lobby book donations and the upcoming Grapes & Growlers event.

The board also discussed their desire to have a monthly financial report for the Foundation provided during the monthly Foundation Committee Meetings, which will begin in January.

**Public Comments:** None

**Adjourned:** 7:03 PM

**Motions:**

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

**Date:** December 11, 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:** 7:03 PM

**Public Comments:** None

**Minutes:** President Schreck and Trustee Durot presented the board with the revised Library Director's performance evaluation document for their review. Director Jacobsen also provided the board with his annual self-evaluation report.

A link to the evaluation survey will be provided to the board in early January for completion by January 19<sup>th</sup>. President Schreck and Trustee Villarreal will compile the results to present to Director Jacobsen and the board will discuss the results during the February board meeting.

**Public Comments:** None

**Adjourned:** 7:14 PM

**Motions:**