

MINUTES February 12, 2024

REGULAR MEETING NO. 8

The regular public meeting of the Board of the Library Trustees of the Lake Villa Public Library District, Lake County, Illinois, was held at 140 N. Munn Rd., Lindenhurst, Illinois, in said Public Library District. The meeting was called to order at 6:00 PM on the 12th day of February 2024, by President Schreck.

- ROLL CALL:** Secretary Villarreal called roll. The following Trustees answered present: Joel Beverley, Jennifer Durot, Nate Gass, Paul Schreck, Jarrod Smith, David Swan, and Vanessa Villarreal. Absent: None. Also present: Director Mikael Jacobsen and Administrative Services Manager Julie Binkley. Guests: Youth Services Program Librarian Jared Hedges, Head of Youth Services Elisa Gueffier, and a visitor from the public.
- APPROVAL OF AGENDA:** TRUSTEE DUROT MOVED TO APPROVE THE AGENDA AS PRESENTED. TRUSTEE VILLARREAL SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-7; NAYS-0; ABSENT-0.
- PUBLIC COMMENTS:** The visitor congratulated the board and library for being awarded the Open Space Lands Acquisition and Development Grant (OSLAD).
- PRESENTATION:** Youth Services Program Librarian Jared Hedges presented the board with an overview to explain the approach to Youth Services program planning and also highlighted programming efforts.
- CONSENT AGENDA ITEMS:** PRESIDENT SCHRECK PRESENTED THE CONSENT AGENDA ITEMS AND THE BOARD ADOPTED THE ITEMS.
- APPROVAL OF MINUTES**
- i. January 15, 2024 Board Meeting Minutes
 - ii. January 15, 2024 Audit & Finance, Building & Grounds, Executive, and Foundation Meeting Minutes
- PRESENTATION OF BILLS:** February disbursements were presented in the amount of \$187,046.23. January payroll was \$135,799.71.
- TREASURER'S REPORT:** Account balances as of January 31, 2024 were as follows: Old National Bank Account=\$471,611.02; Schwab Investment Account=\$11,764,707.74; Schwab Short Term Account=\$2,774,387.21. Real estate taxes in the amount of \$3,918.62 and replacement property taxes in the amount of \$4,259.71 were received in the month of January.
- TRANSFER:** A TRANSFER OF \$320,000 FROM THE SCHWAB ACCOUNTS TO THE OLD NATIONAL BANK ACCOUNT TO COVER SALARIES FOR JANUARY AND DISBURSEMENTS FOR FEBRUARY.
- APPROVAL OF CONSENT AGENDA ITEMS:** TRUSTEE VILLARREAL MOVED TO APPROVE THE CONSENT AGENDA ITEMS AS PRESENTED. TRUSTEE GASS SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: BEVERLEY, DUROT, GASS, SCHRECK, SMITH, SWAN, AND VILLARREAL; NAYS-0; ABSENT-0.

Director's Report

Director Jacobsen highlighted the following from his report:

- The library has been awarded an Open Space Lands Acquisition and Development Grant (OSLAD) of \$600,000. The funds received will be used to assist with Phase II of the Outdoor Space Implementation Plan.
- Library hours evaluation/discussion – provided an overview of the information gathered by a strategic planning committee that were tasked with examining data to discover whether the library is meeting patron needs and desires regarding hours open to the public. Director Jacobsen explained that there are still many considerations that will need to be evaluated before proceeding with implementing any changes.

COMMUNICATIONS:

The Communication folder consisted of the following:

- An article entitled "Suburbs Getting State Grants to Create, Improve, Renovate Parks," published in the *Daily Herald*.
- An article entitled "Author Discusses How Football Came to the Midwest," published in the *Daily Herald*.

UNFINISHED
BUSINESS:

None.

NEW BUSINESS:

Approve Intergovernmental Agreement with School District #41 (Action)

TRUSTEE VILLARREAL MOVED TO APPROVE THE INTERGOVERNMENTAL AGREEMENT FOR LIBRARY SERVICES TO LAKE VILLA SCHOOL DISTRICT #43. TRUSTEE BEVERLEY SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: BEVERLEY, DUROT, GASS, SCHRECK, SMITH, SWAN, AND VILLARREAL; NAYS-0; ABSENT-0.

Approve Revised Alcohol and Smoke-Free Library Policy (Action)

TRUSTEE DUROT MOVED TO APPROVE THE REVISED ALCOHOL AND SMOKE-FREE LIBRARY POLICY AS PRESENTED AND DISCUSSED AT THE JANUARY 15, 2024 COMMITTEE MEETING. TRUSTEE VILLARREAL SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-7; NAYS-0; ABSENT-0.

Approve Revised Petitioning and Distributing Materials on Library Property Policy (Action)

TRUSTEE SWAN MOVED TO APPROVE THE REVISED PETITIONING AND DISTRIBUTING MATERIALS ON LIBRARY PROPERTY POLICY AS PRESENTED AND DISCUSSED AT THE JANUARY 15, 2024 COMMITTEE MEETING. TRUSTEE GASS SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-7; NAYS-0; ABSENT-0.

Execute a Contract with Hitchcock Design Group (Action)

TRUSTEE VILLARREAL MOVED TO EXECUTE A CONTRACT WITH HITCHCOCK DESIGN GROUP FOR DESIGN AND VILLAGE APPROVAL SERVICES AT A COST OF UP TO \$41,700 FOR PHASE II OF THE OUTDOOR SPACE PLAN. TRUSTEE BEVERLEY SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: BEVERLEY, DUROT, GASS, SCHRECK, SMITH, SWAN, AND VILLARREAL; NAYS-0; ABSENT-0.

Executive Session – Library Director Annual Evaluation (Action)

TRUSTEE BEVERLEY MOVED TO GO INTO EXECUTIVE SESSION AT 7:01 PM FOR THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY. TRUSTEE VILLARREAL SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: BEVERLEY, DUROT, GASS, SCHRECK, SMITH, SWAN, AND VILLARREAL; NAYS-0; ABSENT-0.

TRUSTEE SMITH MOVED TO COME OUT OF EXECUTIVE SESSION AT 7:36 PM. TRUSTEE VILLARREAL SECONDED THE MOTION. . UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: BEVERLEY, DUROT, GASS, SCHRECK, SMITH, SWAN, AND VILLARREAL; NAYS-0; ABSENT-0.

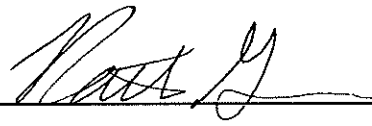
Approve Director's Compensation (Action)

TRUSTEE VILLARREAL MOVED TO APPROVE THE DIRECTOR'S COMPENSATION AT THE RATE OF \$136,500 PER YEAR PLUS A \$3,500 BONUS WITH ALL BENEFITS OUTLINED IN THE PERSONNEL POLICY MANUAL. TRUSTEE DUROT SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: BEVERLEY, DUROT, GASS, SCHRECK, SMITH, SWAN, AND VILLARREAL; NAYS-0; ABSENT-0.

PUBLIC COMMENTS: None.

ADJOURNMENT: There being no further business, at 7:40 PM, TRUSTEE BEVERLEY MOVED AND TRUSTEE VILLARREAL SECONDED THAT THE MEETING BE ADJOURNED. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-7; NAYS-0; ABSENT-0.

The next regular Board Meeting is scheduled for 6:00 PM, March 11th, 2024.


Secretary