

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

**Date:** February 12, 2024

**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:** 7:41 PM

**Public Comments:** None

**Minutes:** Strategic Plan Update – Director Jacobsen reported that the Leadership Team is making progress on making enhancements to the strategic plan. The focus of efforts has been on simplifying and achieving a clearer understanding of terminology with the goal of making the strategic plan even more staff/patron-friendly.

Director Jacobsen anticipates that the proposed revised strategic plan will be ready for board review and discussion at the March meeting.

**Public Comments:** None

**Adjourned:** 7:47 PM

**Motions:**

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

**Date:** February 12, 2024

**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:** 7:48 PM

**Public Comments:** None

**Minutes:** Fiscal Accountability Policy review – Trustee Smith informed the board that he and Director Jacobsen reviewed the policy. No revisions are needed at this time.

Schwab Investment Statements – Trustee Smith and Director Jacobsen provided the board with a review of the current investment statements.

**Public Comments:** None

**Adjourned:** 7:52 PM

**Motions:**

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

**Date:** February 12, 2024

**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:** 7:52 PM

**Public Comments:** None

**Minutes:** Outdoor Improvements – Phase I Update – Director Jacobsen reported that samples were received for color selections and items have been ordered.

Youth Services Shelving Unit – An additional shelving unit has been requested in the Young Adult area to highlight collections in the YA Manga/Graphic Novel section and to also ease shelving congestion.

**Public Comments:** None

**Adjourned:** 7:56 PM

**Motions:**

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

**Date:** February 12, 2024

**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:** 7:57 PM

**Public Comments:** None

**Minutes:** Privacy and Confidentiality Policy – The board reviewed and discussed a suggested edit to the policy. The revised policy will be on the March board meeting agenda for approval.

Gifts to the Library Policy – The board reviewed and discussed the revised policy. The revised policy will be on the March board meeting agenda for approval.

Board Meeting Public Comments Policy – The board reviewed and discussed the policy for clarification. As a result of the discussion, it was determined that no revisions need to be made to the existing policy.

**Public Comments:** None

**Adjourned:** 8:07 PM

**Motions:** Approve Revised Privacy and Confidentiality Policy  
Approve Revised Gifts to the Library Policy

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

**Date:** February 12, 2024

**Attendance:**

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

**Convened:** 8:07 PM

**Public Comments:** None

**Minutes:** Grapes & Growlers Event – The board discussed the recent event and shared their observations and things to consider for future planning. Overall, the event was a big success! It was well attended and it was evident that everyone really enjoyed it.

Foundation Monthly Financial Report – The board reviewed the financial report, which included income received, disbursements made, and the account balance for the month of January 2024.

**Public Comments:** None

**Adjourned:** 8:14 PM

**Motions:**

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

**Date:** February 12, 2024

**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:** 8:14 PM

**Public Comments:** None

**Minutes:** Library Director Evaluation Tool Discussion – The consensus of the board was to table the discussion for a future committee meeting.

**Public Comments:** None

**Adjourned:** 8:14 PM

**Motions:**