

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

Date: January 15, 2024

Director's Report: (Director Jacobsen)

Attendance:

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

Convened: 6:27 PM

Public Comments: None

Minutes: Director Jacobsen provided the board with a 6-month review of the report on the library's strategic plan activities for FY 2024.

Public Comments: None

Adjourned: 6:41 PM

Motions:

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

Date: January 15, 2024

Audit & Finance Committee: (Chairman - Trustee Smith)

Attendance:

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

Convened: 6:41 PM

Public Comments: None

Minutes: Director Jacobsen provided the board with a 6-month review of the library's working budget expenditures for FY 2024.

Public Comments: None

Adjourned: 6:44 PM

Motions:

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

Date: January 15, 2024

Building & Grounds Committee: (Chairman – Trustee Durot)

Attendance:

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

Convened: 6:44 PM

Public Comments: None

Minutes: Program Room A&B Sound Dampening Project Update – We anticipate receiving and likely installing the materials in February.

Outdoor Improvements – Phase I Update – The contract has been reviewed and and we are awaiting receipt of the final draft for signatures.

Outdoor Improvements – Phase II Discussion – Director Jacobsen lead the board in a discussion regarding the Phase II Project, which includes the great lawn area, performance pavilion, shade structures, outdoor reading room, and ADA pathway from the main parking lot). Several board members expressed their interest in being part of the detailed design process. The consensus of the board agreed to proceed with appointing two board members to be on the design committee. Trustees Beverley and Gass will be on the committee along with Director Jacobsen. The full board will be informed throughout the process and will also approve the final design of Phase II.

Restroom Faucet Project – The new motion activated faucets have been installed in all restrooms throughout the facility to replace the existing faucets that were not working properly. We have already received many positive comments regarding the new faucets.

Potential Upcoming Projects in Youth Services:

- YS Conference Room – Investigating options to enhance the privacy in the room by adding vinyl-type window treatments.
- Improve Imaginative Play Area – Some of the current wall toys are not being utilized as anticipated and staff believe adding a play cash register and other design elements would be a better use of this space.

Public Comments: None

Adjourned: 7:10 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: January 15, 2024

Executive Committee: (Chairman – President Schreck)

Attendance:

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

Convened: 7:11 PM

Public Comments: None

Minutes: Petitioning and Distributing Materials on Library Property Policy – The board reviewed and discussed potential revisions to the existing policy after obtaining legal review and counsel from the library’s attorney. The revised policy will be presented to the board for their review and consideration of approval at the February board meeting.

Alcohol and Smoking Policy – The board reviewed and discussed the policy and the consideration for the library to become a smoke-free property. After much discussion, the consensus of the board was to proceed with the library becoming a smoke-free property. The policy will be revised to reflect this decision. The revised policy will be presented to the board for their review and consideration of approval at the February board meeting.

Public Comments: None

Adjourned: 7:31 PM

Motions: Approve Revised Petitioning and Distributing Materials on Library Property Policy
Approve Revised Alcohol and Smoke-Free Library Policy

Lake Villa District Library
Board of Trustees
Foundation Committee
Meeting Minutes

Date: January 15, 2024

Attendance:

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

Convened: 7:31 PM

Public Comments: None

Minutes: Foundation Monthly Financial Report – The board reviewed the financial report, which included income received, disbursements made, and the account balance for the month of December 2023.

Public Comments: None

Adjourned: 7:33 PM

Motions: