

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

Date: March 11, 2024

Director's Report: (Director Jacobsen)

Attendance:

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

Absent: Durot and Villarreal

Ex Officio: Jacobsen

Also Present: Binkley

Guests: None

Convened: 6:24 PM

Public Comments: None

Minutes: Strategic Plan Extension Update – Director Jacobsen provided the board with an overview of the recommended revisions to the strategic plan. He explained that he and the leadership team worked on revising the plan to help clarify and simplify the existing plan. Overall, the board seemed very pleased with the revised version that was presented and commended staff on their efforts to improving it.

Public Comments: None

Adjourned: 6:40 PM

Motions:

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

Date: March 11, 2024

Audit & Finance Committee: (Chairman - Trustee Smith)

Attendance:

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

Convened: 6:40 PM

Public Comments: None

Minutes: Capital Asset Policy Review – a minor edit was made to the policy, which will not require board approval.

Fiscal Year 2025 Working Budget Update – Director Jacobsen reported that the draft of the FY25 working budget is nearly complete. The draft of the working budget will be presented and reviewed during the special A&F Committee Meeting scheduled on Monday, April 22, 2024.

The board also discussed the consideration of whether or not to budget for the anticipated revenue from investment income for FY25. After much discussion, the board determined to continue with the current practice of not budgeting for investment income.

Public Comments: None

Adjourned: 6:57 PM

Motions:

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

Date: March 11, 2024

Building & Grounds Committee: (Chairman – Trustee Durot)

Attendance:

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

Convened: 6:57 PM

Public Comments: None

Minutes: Outdoor Improvements – Phase I Update – Director Jacobsen reported that the furniture is currently being fabricated with a tentative availability date of late April. He also reported that a planning meeting is scheduled for later this week to discuss the installation timeline and other considerations. Director Jacobsen, Facility Manager Knodel, Dave Frigo – Hitchcock Design Group, Dan Eallonardo – owner’s representative, and a representative from JJ Henderson will be in attendance at the meeting.

Outdoor Improvements – Phase II Update – Director Jacobsen and Trustees Beverley and Gass reported on the meeting that was held recently to discuss and review Phase II plans and possible revisions to consider prior to seeking Village approvals.

Adult Services Shelving Extensions – Director Jacobsen reported that three small expansions to AS shelving units are being ordered to accommodate growth in the non-fiction collection.

Youth Services Conference Room Vinyl Project Update – the project is complete.

Program Room A&B Sound Dampening Panels Update - the panels have been installed and we are pleased with the appearance and anticipate it improving the echo issue in the room. Director Jacobsen commended Facility Manager Kevin Knodel on the great job he did installing the new panels.

Public Comments: None

Adjourned: 7:20 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: March 11, 2024

Executive Committee: (Chairman – President Schreck)

Attendance:

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

Absent: Durot and Villarreal

Ex Officio: Jacobsen

Also Present: Binkley

Guests: None

Convened: 7:20 PM

Public Comments: None

Minutes: Freedom of Information Act Policy Review – the board reviewed the policy with one minor edit made to the policy, which will not require board approval.

Homebound Services Policy Review – the policy was reviewed with no revisions made to the policy.

Notary Service Policy Review – Director Jacobsen reported that a thorough review of the policy was conducted by LVDL’s legal counsel, as well as staff who handle this service. As a result, several revisions were made to the policy. The revised policy will add more clarity and protections for staff and the library. A Hold Harmless Agreement form must now be signed before using notary services. The revised policy will be on the agenda for approval at the April board meeting.

Public Comments: None

Adjourned: 7:28 PM

Motions: **Approve Revised Notary Service Policy**

Lake Villa District Library
Board of Trustees
Foundation Committee
Meeting Minutes

Date: March 11, 2024

Attendance:

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

Convened: 7:28 PM

Public Comments: None

Minutes:

Foundation Monthly Financial Reports – The board reviewed the financial report, which included income received, disbursements made, and the account balance for the month of February 2024. The board also reviewed the income and expense report for the Grapes & Growlers Event that was held in February.

Public Comments: None

Adjourned: 7:33 PM

Motions:

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

Date: March 11, 2024

Executive Committee: (Chairman – President Schreck)

Attendance:

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

Absent: Durot and Villarreal

Ex Officio: Jacobsen

Also Present: Binkley

Guests: None

Convened: 7:33 PM

Public Comments: None

Minutes: Library Director Evaluation Tool Discussion – the board discussed the consideration to revisit the possibility of revising the evaluation tool used for the directors annual evaluation. After much discussion, it was determined to postpone reviewing it at this time and to possibly reconsider doing so in a few months. The consensus of the board did not feel that the time spent completing the evaluation was too lengthy or overly burdensome.

Public Comments: None

Adjourned: 7:44 PM

Motions: