

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 6:01 PM on the 10th day of November 2025, by President Schreck.

- ROLL CALL:** Secretary Swan called roll. The following Trustees answered present: Nate Gass, Jarrod Smith, Paul Schreck, and David Swan. Absent: Joel Beverley, Jennifer Durot, and Denise Ruby. Also present: Director Mikael Jacobsen and Administrative Services Manager Julie Binkley. Guests: Lauterbach & Amen representative Jen Martinson, Independent Construction Services representative Dan Eallonardo, and a visitor from the public.
- APPROVAL OF AGENDA:** TRUSTEE SMITH MOVED TO APPROVE THE AGENDA AS PRESENTED. TRUSTEE GASS SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-4; NAYS-0; ABSENT-3: BEVERLEY, DUROT, AND RUBY.
- PUBLIC COMMENTS:** President Schreck welcomed the visitor to the meeting and asked if they had any public comments. They stated they had none.
- AUDIT PRESENTATION:** Lauterbach & Amen representative Jen Martinson presented the Board with an overview of the 2025 Annual Financial Report and Audit. She reported that no significant control deficiencies were identified during the audit, the financial statement disclosures are neutral, consistent, and clear, and the report accurately reflects the finances of the library. She commended administrative services staff for their cooperation and assistance in conducting the audit.
- PROGRESS OF PHASE II:** Independent Construction Services representative Dan Eallonardo provided the board with a progress report on the status of Phase II of the outdoor space plan. He reported that substantial progress has been made over the last month. Delivery of the shade structures has been delayed to December 19. Dan also provided an overview of the issues log and change orders. There are many outstanding items that need to be completed before a certificate of substantial completion can be issued. It is likely this may not occur until spring; however, a partial certificate of completion may be considered.
- APPROVAL OF CHANGE ORDER #3:** TRUSTEE SWAN MOVED TO APPROVE CHANGE ORDER #3 IN THE TOTAL AMOUNT OF \$36,535 INCORPORATING CHANGES TO THE DETENTION PONDS, ACCESS ROAD, UNANTICIPATED CONCRETE REMOVAL, ADDITIONAL DRAIN TILE, AND ADDITIONAL ELECTRICAL WIRING. TRUSTEE GASS SECONDED THE MOTION. Dan Eallonardo stated that change order estimates are well under the contingency budget for the project and we remain in very good shape. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-4: GASS, SCHRECK, SMITH, AND SWAN; NAYS-0; ABSENT-3: BEVERLEY, DUROT, AND RUBY.
- APPROVAL OF MINUTES:** TRUSTEE GASS MOVED TO APPROVE THE BOARD MEETING MINUTES OF OCTOBER 13, 2025, AND THE AUDIT AND FINANCE, BUILDING AND GROUNDS, EXECUTIVE, AND PRESIDENT'S REPORT MEETING MINUTES OF OCTOBER 13, 2025. TRUSTEE SWAN SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-4 NAYS-0; ABSENT-3: BEVERLEY, DUROT, AND RUBY.

- PRESENTATION OF BILLS:** November disbursements were presented in the amount of \$1,336,162.23. October payroll was \$150,239.71.
- TREASURER'S REPORT:** Account balances as of October 31, 2025 were as follows: Old National Bank Account=\$977,311.10; Schwab Investment Account=\$13,285,663.49; Schwab Short Term Account=\$2,931,762.25. Real estate taxes in the amount of \$478,466.03; replacement property taxes in the amount of \$3,425.93; and impact fees from the Village of Lindenhurst in the amount of \$1,200.00 were received in the month of October.
- TRANSFER:** A TRANSFER OF \$1,100,000 FROM THE SCHWAB ACCOUNTS TO THE OLD NATIONAL BANK ACCOUNT TO COVER SALARIES FOR OCTOBER AND DISBURSEMENTS FOR NOVEMBER.
- APPROVAL OF BILLS, TREASURER'S REPORT, AND TRANSFER:** TRUSTEE SWAN MOVED TO APPROVE THE BILLS, TREASURER'S REPORT, AND THE TRANSFER OF \$1,100,000 AS PRESENTED. TRUSTEE SMITH SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-4: GASS, SCHRECK, SMITH, AND SWAN. NAYS-0; ABSENT-3: BEVERLEY, DUROT, AND RUBY.
- Director's Report
Director Jacobsen highlighted the following from his report:
- Illinois Library Association (ILA) Annual Conference – Director Jacobsen and President Schreck shared their highlights and key takeaways from attending the conference.
- COMMUNICATIONS:** The Communication folder consisted of the following:
- An article entitled "It's PHOTOvember at Lake Villa District Library" published in the *Lake County Journal*.
 - An announcement "Lake Villa Library Events" published in the *Daily Herald*.
 - A thank you note from Miss Lindenhurst expressing appreciation for the use of library meeting space during recent pageant interviews.
- UNFINISHED BUSINESS:** None.
- NEW BUSINESS:** Accept Fiscal Year 2024-2025 Annual Financial Report and Audit (Action)
TRUSTEE SMITH MOVED TO ACCEPT FISCAL YEAR 2024-2025 ANNUAL FINANCIAL REPORT AND AUDIT AS PRESENTED. TRUSTEE GASS SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-4: GASS, SCHRECK, SMITH, AND SWAN; NAYS-0; ABSENT-3: BEVERLEY, DUROT, AND RUBY. The board commended administrative staff for their efforts in assisting with the audit process and the successful completion of the annual financial report.
- Approve Annual Statement of Receipts and Disbursements (Action)
TRUSTEE SWAN MOVED TO APPROVE THE ANNUAL STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR JULY 1, 2024 – JUNE 30, 2025. TRUSTEE GASS SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-4: GASS, SCHRECK, SMITH, AND SWAN; NAYS-0; ABSENT-3: BEVERLEY, DUROT, AND RUBY.

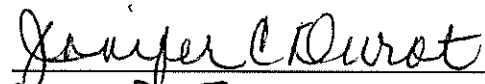
Approve Revised Photography and Video Policy (Action)

TRUSTEE GASS MOVED TO APPROVE THE REVISED PHOTOGRAPHY AND VIDEO POLICY AS PRESENTED AND DISCUSSED AT THE OCTOBER 13, 2025 COMMITTEE MEETING. TRUSTEE SMITH SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-4; NAYS-0; ABSENT-3: BEVERLEY, DUROT, AND RUBY.

PUBLIC COMMENTS: None.

ADJOURNMENT: There being no further business, at 7:09 PM, TRUSTEE SMITH MOVED AND TRUSTEE SWAN SECONDED THAT THE MEETING BE ADJOURNED. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-4; NAYS-0; ABSENT-3: BEVERLEY, DUROT, AND RUBY.

The next regular Board Meeting is scheduled for 6:00 PM, on December 8th, 2025.


Secretary Pro Tem