

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

Date: October 13, 2025

Director's Report: (Director Jacobsen)

Attendance:

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

Convened: 7:17PM

Public Comments: None

Minutes: Community Survey – Director Jacobsen provided a draft of the community-wide survey that will be released in January 2026. He explained that the survey focuses on customer service, collections, programs, services and spaces, outreach, and overall satisfaction. The survey was designed to be quick and accessible, with most patrons able to complete it in 5-10 minutes. Participants who wish to provide more detailed comments will also have the opportunity to do so.

Director Jacobsen welcomed feedback on the draft, and the board offered a few suggestions to consider. The survey will be available in both digital and print formats.

Public Comments: None

Adjourned: 7:38 PM

Motions:

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

Date: October 13, 2025

Audit & Finance Committee: (Chair - Trustee Smith)

Attendance:

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

Convened: 7:38 PM

Public Comments: None

Minutes: Annual Audit Update – Trustee Smith reported that the preliminary draft of the annual financial report has been reviewed and the final draft is in the process of being prepared. A representative from Lauterbach and Amen will attend the November board meeting (remotely) to present an overview of the audit findings and provide a review of the annual financial report.

Public Comments: None

Adjourned: 7:38 PM

Motions: Approve Annual Financial Report and Audit

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

Date: October 13, 2025

Building & Grounds Committee: (Chair – Trustee Durot)

Attendance:

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

Convened: 7:38 PM

Public Comments: None

Minutes: Front benches - Director Jacobsen reported that Kevin has been working on improving the look of the Socrates benches in the front entrance area. Landscape Forms provided some complimentary stain/sealant to use to help make the benches look more presentable. We are pleased with the outcome and have ordered more of the stain to complete all of the benches.

Public Comments: None

Adjourned: 7:40 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: October 13, 2025

Executive Committee: (Chair – President Schreck)

Attendance:

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

Convened: 7:40 PM

Public Comments: None

Minutes: Photography and Video Policy Review – The board reviewed and discussed a suggested revision to the policy to include a reference to the Patron Behavior Policy, specifically requiring permission to use a drone on library property. Trustee Swan inquired whether the policy should also address patrons filming library events or programs, such as Concerts in the Park. Director Jacobsen will contact the park district to determine whether this is typically covered in the event performer's contract or if a statement should be added to the policy. Approval of the revised policy will be on the agenda for the November board meeting.

Public Comments: None

Adjourned: 7:44 PM

Motions: Approve Revised Photography and Video Policy

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

Date: October 13, 2025

Executive Committee: (Chair – President Schreck)

Attendance:

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

Convened: 7:44 PM

Public Comments: None

Minutes: Director Annual Review Survey Discussion – Director Jacobsen reminded the board of their interest in discussing the annual director evaluation survey tool before beginning the next review cycle as several board members suggested simplifying the process to make it less time-consuming.

After much discussion, it was decided that Director Jacobsen and Administrative Services Manager Binkley will work on developing a streamlined evaluation tool that aligns with the core competencies in the Library Director's job description. A draft of the survey will be presented to the board for review in the near future.

President Schreck also mentioned that he and Director Jacobsen will be meeting to discuss and prioritize other services the library may want to consider implementing in the future. Director Jacobsen emphasized that any new services must align with the library's mission and strategic plan.

Public Comments: None

Adjourned: 8:20 PM

Motions: