

MINUTES December 8, 2025

REGULAR MEETING NO. 6

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 6:00 PM on the 8th day of December 2025, by President Schreck.

- ROLL CALL:** Secretary Pro Tem Durot called roll. The following Trustees answered present: Joel Beverley, Jennifer Durot, Nate Gass, Denise Ruby, Jarrod Smith, and Paul Schreck. Absent: David Swan. Also present: Director Mikael Jacobsen and Administrative Services Manager Julie Binkley. Guests: Independent Construction Services representative Dan Eallonardo and Head of Adult Services Tara Caldara.
- APPROVAL OF AGENDA:** TRUSTEE DUROT MOVED TO APPROVE THE AGENDA AS PRESENTED. TRUSTEE GASS SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: SWAN.
- PUBLIC COMMENTS:** None.
- 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 the contractor has not yet achieved substantial completion, and due to weather-related delays, completion is unlikely before spring. A potential benefit of this delay is that it would push the start of the warranties to a later date. While a partial certificate of completion could be considered in the future, it is not being considered at this time. The project permit remains open pending final inspection by the Village and may require renewal. Dan also reviewed the issues log, highlighting several key items, and provided an update on the remaining contingency fund balance.
- Director Jacobsen stated that he will seek an extension for the use of the OSLAD Grant Funds since the project will not be completed by the required date specified within the grant.
- PRESENTATION:** Head of Adult Services, Tara Caldara, presented an update to the board on the ongoing Adult Services Collection reorganization project. She outlined the reasons behind the reorganization and described the strategy used to guide the work. Phase 1 is nearly complete, and Phase 2 is expected to begin in the near future. Although the project has been a significant undertaking, we are confident it will improve wayfinding for both patrons and staff.
- APPROVAL OF MINUTES:** TRUSTEE GASS MOVED TO APPROVE THE BOARD MEETING MINUTES OF NOVEMBER 10, 2025, AND THE AUDIT AND FINANCE, BUILDING AND GROUNDS, EXECUTIVE, FOUNDATION, AND PRESIDENT'S REPORT MEETING MINUTES OF NOVEMBER 10, 2025. TRUSTEE BEVERLEY SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-5; NAYS-0; ABSENT-1: SWAN; ABSTAIN-1: DUROT.
- PRESENTATION OF BILLS:** December disbursements were presented in the amount of \$812,949.54. November payroll was \$152,060.16.

TREASURER'S
REPORT:

Account balances as of November 30, 2025 were as follows: Old National Bank Account=\$599,125.65; Schwab Investment Account=\$12,911,664.07; Schwab Short Term Account=\$2,464,197.51. Real estate taxes in the amount of \$125,283.33 were received in the month of November.

TRANSFER:

A TRANSFER OF \$970,000 FROM THE SCHWAB ACCOUNTS TO THE OLD NATIONAL BANK ACCOUNT TO COVER SALARIES FOR NOVEMBER AND DISBURSEMENTS FOR DECEMBER.

APPROVAL OF
BILLS, TREASURER'S
REPORT, AND
TRANSFER:

TRUSTEE DUROT MOVED TO APPROVE THE BILLS, TREASURER'S REPORT, AND THE TRANSFER OF \$970,000 AS PRESENTED. TRUSTEE RUBY SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: BEVERLEY, DUROT, GASS, RUBY, SCHRECK, AND SMITH. NAYS-0; ABSENT-1: SWAN.

Director's Report

Director Jacobsen highlighted the following from his report:

- The Mayor's Luncheon hosted by the Chamber of Commerce that he recently attended.
- The LVDL Community Survey will launch in early January.
- Photovember was a big success and was enjoyed by many.
- The elevator remains out of service, awaiting parts for repair.

COMMUNICATIONS:

The Communication folder consisted of the following:

- Nothing to report.

UNFINISHED
BUSINESS:

None.

NEW BUSINESS:

Approve Revised Personnel Policy Manual (Action)

TRUSTEE GASS MOVED TO APPROVE THE REVISED PERSONNEL POLICY MANUAL AS PRESENTED AND DISCUSSED AT THE NOVEMBER 10, 2025 COMMITTEE MEETING. TRUSTEE BEVERLEY SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: SWAN.

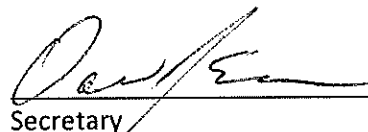
PUBLIC COMMENTS:

None.

ADJOURNMENT:

There being no further business, at 7:17 PM, TRUSTEE BEVERLEY MOVED AND TRUSTEE RUBY SECONDED THAT THE MEETING BE ADJOURNED. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: SWAN.

The next regular Board Meeting is scheduled for 6:00 PM, on January 12th, 2026.


Secretary