

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

Date: December 8, 2025

Director's Report: (Director Jacobsen)

Attendance:

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

Convened: 7:18 PM

Public Comments: None

Minutes: 2026 Calendar/Timetable document - Director Jacobsen provided the board with the document, which outlines important dates and scheduled activities for the upcoming year.

Closed Session Minutes – Director Jacobsen explained that the board is required to review closed session minutes in June and December in order to determine if any can be released. At this time, there are no closed session minutes for the board to review.

Public Comments: None

Adjourned: 7:21 PM

Motions:

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

Date: December 8, 2025

Building & Grounds Committee: (Chair – Trustee Durot)

Attendance:

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

Convened: 7:21 PM

Public Comments: None

Minutes: Solar Power Exploration Discussion - Director Jacobsen reported on the library's strategic plan initiative to explore the feasibility of installing solar power. He described his research process and shared the key findings from his investigation.

After careful consideration, Director Jacobsen concluded that a large-scale solar project is not advisable at this time. The board agreed with his recommendation to pause the project and revisit the possibility of solar power installation in the future.

Restroom Automatic Doors Update – The installation of the hand-waver door operators on all three levels has been completed.

Public Comments: None

Adjourned: 7:31 PM

Motions:

**Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes**

Date: December 8, 2025

Executive Committee: (Chair – President Schreck)

Attendance:

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

Convened: 7:31 PM

Public Comments: None

Minutes: Ordinance 26-101 – Amendment to the Special Reserve Fund Plan -
Director Jacobsen explained that under 75 ILCS 16/40-50, the ordinance allows a library district to set aside funds specifically for capital purposes. These purposes may include building repairs, renovations, construction, land acquisition, architectural or engineering planning, major equipment purchases, payment of construction debt, or other significant improvements. The law requires the board to identify the specific purposes for which the fund may be used, and the money can only be spent on those approved capital needs. As such, the ordinance serves as a long-range planning tool to ensure the library is financially prepared for future projects and major expenditures.

LVDL's Special Reserve Fund Plan Ordinance has not been updated since 2021. At this time, it is appropriate to revise the ordinance to explicitly include improvements to the library grounds, consistent with the statute but not clearly stated previously. An additional provision referencing the possibility of a future branch location was also added. While a new branch is not currently being pursued, this inclusion ensures that any future board would be able to use the Special Reserve Fund for that purpose if desired.

The board will consider adopting the amended ordinance at the January board meeting.

Public Comments: None

Adjourned: 7:38 PM

Motions: Adopt Amended Ordinance 26-101

**Lake Villa District Library
Board of Trustees
Foundation Committee
Meeting Minutes**

Date: December 8, 2025

Attendance:

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

Convened: 7:38 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 November 2025.

Grapes & Growlers Event – Director Jacobsen reported that we are currently soliciting for sponsorships to support the event being held in February and have already received a few donations.

Public Comments: None

Adjourned: 7:40 PM

Motions:

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

Date: December 8, 2025

Executive Committee: (Chair – President Schreck)

Attendance:

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

Convened: 7:40 PM

Public Comments: None

Minutes: Library Director Evaluation Committee Appointment and Self-Evaluation - Director Jacobsen provided the board with his annual self-evaluation for 2025 for the board to review.

Director Jacobsen will provide a link to the evaluation survey for board members to complete between January 5th-16th. Director Jacobsen will compile the results of the survey and share them with President Schreck and Trustee Ruby who volunteered to oversee the process. They will meet with Director Jacobsen to conduct a performance review discussion. The final performance review with the entire board is scheduled for the February board meeting.

President Schreck provided highlights of the Legislative Meet-up Breakfast that he and Director Jacobsen recently attended.

Public Comments: None

Adjourned: 7:59 PM

Motions: