

MINUTES NOVEMBER 11, 2019

REGULAR MEETING NO. 5

The regular public meeting of the Board of the Library Trustees of the Lake Villa Public Library District, Lake County, Illinois, held at 140 N. Munn Rd., Lindenhurst, Illinois, in said Public Library District at 6:30 PM on the 11th day of November 2019, was called to order by President Gundrum.

**ROLL CALL:** Secretary Rettinger called roll. The following Trustees answered present: Pat Gallagher, Tony Gundrum, Doug Nieman, Kathleen Rettinger, and Barb Venturi. Absent: Felicia Case Johnson and Terry O'Brien. Also present: Director Andy Lentine and Administrative Services Coordinator Julie Binkley. Guests: Lauterbach & Amen representative Michael Del Valle and HR Source representative Sue Winkler.

**APPROVAL OF AGENDA:** TRUSTEE NIEMAN MOVED TO APPROVE THE AGENDA AS PRESENTED. TRUSTEE VENTURI SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-5; NAYS-0; ABSENT-2: CASE JOHNSON AND O'BRIEN.

Trustee O'Brien arrived at 6:33 pm, and Trustee Case Johnson arrived at 6:34 pm.

**AUDIT PRESENTATION:** Lauterbach & Amen representative Michael Del Valle provided the Board with a high level overview of the 2019 Annual Financial Report. He reported that no significant control deficiencies were identified. He also expressed his appreciation to the staff involved in the audit process and thanked them for their cooperation and assistance in conducting the audit. He congratulated the Board and staff on the new library.

**HR SOURCE PRESENTATION:** HR Source representative Sue Winkler provided the Board with an overview of the services HR Source provides. She described their philosophy and approach used with recruitment services. She presented a proposal to the Board to engage in the search for the new library director, which outlined the general scope of their recruiting partnership, additional services available, fees for services, and an estimate of anticipated hours to complete the project.

**PUBLIC COMMENTS:** None.

**APPROVAL OF MINUTES:** TRUSTEE NIEMAN MOVED TO APPROVE THE BOARD MEETING MINUTES OF OCTOBER 14, 2019. TRUSTEE CASE JOHNSON SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-7; NAYS-0; ABSENT-0.

TRUSTEE NIEMAN MOVED TO APPROVE THE PRESIDENT'S REPORT MEETING MINUTES OF OCTOBER 14, 2019. TRUSTEE GALLAGHER SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-7; NAYS-0; ABSENT-0.

**PRESENTATION OF BILLS:** November disbursements were presented in the amount of \$880,166.38. October payroll was \$106,982.44.

**TREASURER'S REPORT:** Account balances as of October 31, 2019 were as follows: First Midwest Bank Account=\$299,618.14; Schwab Investment Account=\$8,568,662.56; Schwab Short Term Account=\$5,517,519.43. Real estate taxes in the amount of \$46,244.49 and replacement property taxes in the amount of \$3,889.72 were also received in October.

APPROVAL OF  
BILLS:

TRUSTEE NIEMAN MOVED TO APPROVE THE BILLS AND TREASURER'S REPORT AS PRESENTED. TRUSTEE RETTINGER SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-0.

TRUSTEE NIEMAN MOVED TO TRANSFER \$975,000 FROM THE SCHWAB ACCOUNTS TO THE FIRST MIDWEST BANK ACCOUNT TO COVER SALARIES FOR OCTOBER AND DISBURSEMENTS FOR NOVEMBER. TRUSTEE GALLAGHER SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-0.

COMMITTEE  
REPORTS:

Executive Committee - President's Report – President Gundrum  
Nothing to report.

Audit & Finance – Trustee Venturi  
Nothing to report.

Building & Grounds -Trustee Gallagher  
Nothing to report.

Friends – Trustee Gundrum  
Nothing to report.

Director's Report

Director Lentine provided the Board with the information that financial advisor Lee Nysted presented to the Board at the October meeting. She also provided the Board with information from the Dementia Awareness training session that was recently provided to all staff.

Director Lentine stated that although progress has been made with the landscaping on the new property, due to recent weather setbacks, the project will not be fully complete until next spring.

## COMMUNICATIONS:

The Communication folder consisted of:

- ◆ A thank you card received from a patron stating how nice the ribbon cutting ceremony was. "A culmination of so much hard work on your part, as well as your staff. It will be appreciated for years to come by patrons!"
- ◆ A copy of a post from Congressman Brad Schneider's September newsletter regarding his attendance at the library's grand opening.
- ◆ A notice that a meeting of the annual Joint Review Board for the Village of Lake Villa will convene on November 19, 2019 at 3:30 pm.

UNFINISHED  
BUSINESS:

None.

## NEW BUSINESS:

Approve Annual Audit (Action)

TRUSTEE O'BRIEN MOVED TO APPROVE THE JUNE 30, 2019 ANNUAL AUDIT AS PRESENTED AT THE NOVEMBER 11, 2019 BOARD MEETING. TRUSTEE NIEMAN SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-0.

Approve Contracting with HR Source (Action)

TRUSTEE VENTURI MOVED TO APPROVE CONTRACTING WITH HR SOURCE TO ENGAGE IN THE SEARCH FOR A NEW LIBRARY DIRECTOR FOR AN AMOUNT NOT TO EXCEED \$15,000. TRUSTEE NIEMAN SECONDED THE MOTION. The Board discussed the presentation provided by HR Source and the recruitment services they offer. President Gundrum and Vice President Nieman were selected to be on a sub-committee that will work directly with HR Source during the director search process. They will provide updates to the Board at regular Board meetings. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-0.

Enact Ordinance 19-105 (Action)

TRUSTEE NIEMAN MOVED TO ENACT ORDINANCE 19-105, AN ORDINANCE ABATING THE TAX LEVIED FOR THE YEAR 2019 TO PAY DEBT SERVICE ON GENERAL OBLIGATION LIBRARY BONDS, SERIES 2017. TRUSTEE VENTURI SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-0.

Enact Resolution 19-R-1 (Action)

TRUSTEE NIEMAN MOVED TO ENACT RESOLUTION 19-R-1 DESIGNATING AN AUTHORIZED AGENT TO THE ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF). TRUSTEE GALLAGHER SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-0.

Repeal Resolution 17-R-3 and Adopt Resolution 19-R-2 (Action)

TRUSTEE NIEMAN MOVED TO REPEAL RESOLUTION 17-R-3, A RESOLUTION ADOPTING THE ANTI-HARASSMENT AND ANTI-DISCRIMINATION POLICY, AND APPROVE REVISED RESOLUTION 19-R-2, A RESOLUTION ADOPTING THE ANTI-HARASSMENT AND ANTI-DISCRIMINATION POLICY. TRUSTEE O'BRIEN SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-7; NAYS-0; ABSENT-0.

Enact Resolution 19-R-3 (Action)

TRUSTEE O'BRIEN MOVED TO ENACT RESOLUTION 19-R-3, A RESOLUTION APPROVING A LEASE WITH THE LAKE COUNTY SHERIFF'S OFFICE FOR UTILIZING SPACE AT THE 1001 E. GRAND AVENUE LOCATION. TRUSTEE NIEMAN SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-0.

Approve Annual Statement of Receipts and Disbursements (Action)

TRUSTEE NIEMAN MOVED TO APPROVE THE ANNUAL STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR JULY 1, 2018 THROUGH JUNE 30, 2019. TRUSTEE GALLAGHER SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-0.

Approve Implementing Fine Free Status Effective January 1, 2020 (Action)

TRUSTEE GALLAGHER MOVED TO APPROVE IMPLEMENTING FINE FREE STATUS EFFECTIVE JANUARY 1, 2020. TRUSTEE NIEMAN SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: CASE JOHNSON, GALLAGHER, GUNDRUM, NIEMAN, O'BRIEN, RETTINGER, AND VENTURI; NAYS-0; ABSENT-0.

PUBLIC COMMENTS: None.

ADJOURNMENT: There being no further business, at 7:45 PM, TRUSTEE O'BRIEN MOVED AND TRUSTEE NIEMAN SECONDED THAT THE MEETING BE ADJOURNED. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-7; NAYS-0; ABSENT-0. The next regular Board Meeting is scheduled for 6:30 PM, December 9, 2019.

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Secretary