

Lake Villa District Library
Board of Trustees
Decennial Committee #2
Meeting Minutes

Date: June 12, 2023

Convened: 6:02 PM

Public Comments: None

Minutes:

Decennial Committee on Local Government Efficiency Meeting #2.

Roll Call Vote - Vanessa Villarreal called roll. The following committee members answered present: Joel Beverley, Jennifer Durot, Nate Gass, Mick Jacobsen, Doug Nieman, Paul Schreck, Jarrod Smith, David Swan, Barbara Venturi and Vanessa Villarreal. Absent: None. Also present: Administrative Services Manager Julie Binkley. Guests: None.

Approval of Agenda – Jennifer Durot moved to approve the agenda as presented. Doug Nieman seconded the motion. Upon being put to a vote, the motion carried. Ayes-10; Nays-0; Absent-0.

Approval of Minutes – Joel Beverley moved to approve the Decennial Committee Meeting Minutes dated May 15, 2023. Mick Jacobsen seconded the motion. Upon being put to a vote, the motion carried. Ayes-10; Nays-0; Absent-0.

Review of Draft Report – the committee reviewed and discussed the following:

- I. Any additional core programs or services to be mentioned.
- II. Other core services/programs we could offer.
- III. Review of laws, policies, rules, and procedures.
- IV. What have we done well.
- V. What inefficiencies did we identify and potential remedies.

Survey of residents who attended asking for input on matters discussed. None.

Public Comments: None

Adjourned: 6:20 PM

Motions: Approve Final Report at July Meeting

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

Date: June 12, 2023

Director's Report: (Director Jacobsen)

Attendance:

Present: Trustees Beverley, Durot, Gass, Schreck, Smith, Swan, and Villarreal

Absent: None

Ex Officio: Jacobsen

Also Present: Binkley

Guests: None

Convened: 6:53 PM

Public Comments: None

Minutes: Fiscal Year 2023-2024 Strategic Activities – Director Jacobsen provided the board with an overview of the activities identified for fiscal year 2024 in support of the strategic goals.

Public Comments: None

Adjourned: 7:06 PM

Motions:

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

Date: June 12, 2023

Audit & Finance Committee: (Chairman - Trustee Smith)

Attendance:

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

Convened: 7:06 PM

Public Comments: None

Minutes: Annual Budget & Appropriation Ordinance & Estimate of Revenues – Director Jacobsen provided the board with a brief overview of the annual budget & appropriation and estimate of revenues. He explained that the process is designed to set the appropriated amount (upper limit) the library is able to spend per a budgetary category without returning to the board for explicit permission. Typically, the appropriated amount is 20% more than is budgeted in the various budgetary lines, but some may be higher to provide a little more space for unanticipated expenses. The tentative B&A will be on the agenda to adopt at the July board meeting. The public hearing date is scheduled for August 21.

.02 Maintenance Levy Ordinance – Treasurer Smith and Director Jacobsen explained that the ordinance allows the library district to levy an additional tax of .02% of the value of all the taxable property in the district. They also explained that the levy needs to be passed at least once every 3 years to continue to have the option of someday using this additional .02%. The board did not pass the ordinance in FY23, so it is recommended for the board to pass it for FY24.

Public Comments: None

Adjourned: 7:14 PM

Motions: Adopt Tentative B&A Ordinance
Adopt .02% Maintenance Levy Ordinance

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

Date: June 12, 2023

Building & Grounds Committee: (Chairman – Trustee Durot)

Attendance:

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

Convened: 7:15 PM

Public Comments: None

Minutes: Entrance and terraces outdoor project progress report – The contract to proceed with this stage of the outdoor space plan with Hitchcock Design Group was approved during the board meeting. Owner’s Representative Dan Eallonardo will assist with overseeing the project.

Village of Lindenhurst permits and plans – Director Jacobsen explained that the Village of Lindenhurst has recommended that LVDL amend our previously approved site plan to include the entirety of the outdoor improvement plan. Seeking this approval now will benefit LVDL as we will likely not need to return to the Village of Lindenhurst for a plan approval each time a new phase is implemented. LVDL will need to seek a permit(s) for the potential electrical and structural alterations to the front entrance/terraces areas.

Public Comments: None

Adjourned: 7:27 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: June 12, 2023

Executive Committee: (Chairman – President Schreck)

Attendance:

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

Convened: 7:27 PM

Public Comments: None

Minutes: Computer, Network and Internet Usage Policy Review – the board reviewed a very minor revision made to the policy. The slight revision made will not require board approval.

Reference Service Policy – the board reviewed and discussed the revised policy. Approval of said policy will be on the July board meeting agenda.

Public Comments: None

Adjourned: 7:31 PM

Motions: **Approve Revised Reference Service Policy**

Lake Villa District Library
Board of Trustees
Friends Committee
Meeting Minutes

Date: June 12, 2023

Friends Committee:(Chairman – Trustee Smith)

Attendance:

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

Convened: 7:31 PM

Public Comments: None

Minutes: Trustee Smith reported that the Friends of LVDL will be hosting a lobby book sale on Saturday, June 24, 2023. The next Friends bi-monthly meeting is scheduled for July 20. Trustee Smith intends to attend the meeting and will report on it during the August committee meeting.

Public Comments: None

Adjourned: 7:32 PM

Motions: