

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 12th day of June 2023, by President Schreck.

ROLL CALL: Secretary Villarreal called roll. The following Trustees answered present: Joel Beverley, Jennifer Durot, Nate Gass, Paul Schreck, Jarrod Smith, David Swan and Vanessa Villarreal. Absent: None. Also present: Director Mikael Jacobsen and Administrative Services Manager Julie Binkley. Guests: Doug Nieman and Barbara Venturi.

APPROVAL OF AGENDA: TRUSTEE SMITH MOVED TO APPROVE THE AGENDA AS PRESENTED. TRUSTEE VILLARREAL SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-7; NAYS-0; ABSENT-0.

PUBLIC COMMENTS: None.

CONSENT AGENDA ITEMS: PRESIDENT SCHRECK PRESENTED THE CONSENT AGENDA ITEMS AND THE BOARD ADOPTED THE ITEMS.

APPROVAL OF MINUTES

- i. May 15, 2023 Board Meeting Minutes
- ii. May 15, 2023 Audit & Finance, Building & Grounds, and Executive Committee Meeting Minutes

PRESENTATION OF BILLS: June disbursements were presented in the amount of \$276,458.71. May payroll was \$202,423.94.

TREASURER'S REPORT: Account balances as of May 31, 2023 were as follows: Old National Bank Account=\$400,980.48; Schwab Investment Account=\$10,331,139.70; Schwab Short Term Account=\$2,210,949.61. Real estate taxes in the amount of \$157,437.45; replacement property taxes in the amount of \$9,262.76; and impact fees from the Village of Lindenhurst in the amount of \$400 were also received in the month of May.

TRANSFER: A TRANSFER OF \$470,000 FROM THE SCHWAB ACCOUNT TO THE OLD NATIONAL BANK ACCOUNT TO COVER SALARIES FOR MAY AND DISBURSEMENTS FOR JUNE.

APPROVAL OF CONSENT AGENDA ITEMS: TRUSTEE SMITH MOVED TO APPROVE THE CONSENT AGENDA ITEMS. TRUSTEE VILLARREAL SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: BEVERLEY, DUROT, GASS, SCHRECK, SMITH, SWAN, AND VILLARREAL; NAYS-0; ABSENT-0.

Director's Report

Director Jacobsen highlighted the following from his report:

- Summer Reading is off to a great start! Staff have done an excellent job in preparing for "Sweet Summer."
- In July, I will be sworn in on the executive board of Wellness Insurance Network (WIN). LVDL participates in this cooperative with 23 other libraries to purchase medical, dental, vision, disability and life insurance.

- Review of the tax distribution dates and amounts received for FY23.

## COMMUNICATIONS:

The Communication folder consisted of the following:

- A letter from the Illinois Secretary of State office awarding LVDL the Public Library Per Capita Grant in the amount of \$58,719.28.
- An article entitled "Friends of Lake Villa District Library Award 2023 Scholarships," published in the *Daily Herald*.
- An email message received from Theatre Five-One acknowledging how gracious and helpful the entire staff treated their group. "Your library continues to make us feel welcome and we are so thankful to be able to use your facilities. Thank you to all of your staff."

UNFINISHED  
BUSINESS:

None.

## NEW BUSINESS:

Approve Working Budget (Action)

TRUSTEE SMITH MOVED TO APPROVE THE WORKING BUDGET FOR FISCAL YEAR 2023/2024 AS PRESENTED AND DISCUSSED MAY 15, 2023 AND APRIL 23, 2023 COMMITTEE MEETINGS. TRUSTEE VILLARREAL SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: BEVERLEY, DUROT, GASS, SCHRECK, SMITH, SWAN, AND VILLARREAL; NAYS-0; ABSENT-0.

Approve Proposed Salary Pay Scale (Action)

TRUSTEE VILLARREAL MOVED TO APPROVE THE PROPOSED SALARY PAY SCALE FOR FISCAL YEAR 2023/2024 AS PRESENTED AND DISCUSSED AT THE MAY 15, 2023 AND APRIL 23, 2023 COMMITTEE MEETINGS. TRUSTEE GASS SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: BEVERLEY, DUROT, GASS, SCHRECK, SMITH, SWAN, AND VILLARREAL; NAYS-0; ABSENT-0.

Approve Non-Resident Fee (Action)

TRUSTEE SMITH MOVED TO APPROVE THE NON-RESIDENT FEE OF \$361 AS PRESENTED AND DISCUSSED AT THE MAY 15, 2023 COMMITTEE MEETING. TRUSTEE SWAN SECONDED THE MOTION. UPON BEING PUT TO A ROLL VOTE, THE MOTION CARRIED. AYES-7: BEVERLEY, DUROT, GASS, SCHRECK, SMITH, SWAN, AND VILLARREAL; NAYS-0; ABSENT-0.

Approve Board/Committee Meeting Schedule (Action)

TRUSTEE DUROT MOVED TO APPROVE THE FISCAL YEAR 2023/2024 BOARD/COMMITTEE MEETING SCHEDULE AS PRESENTED AND REVIEWED AT THE MAY 15, 2023 COMMITTEE MEETING. TRUSTEE SMITH SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-7; NAYS-0; ABSENT-0.

Trustee Appointment of Secretary's Audit

Trustees Durot and Villarreal volunteered to perform the Secretary's Audit of reviewing the board meeting minutes for fiscal year 2022/2023 after the July Board meeting is held.

Semi-Annual Review of Executive Session Meeting Minutes (Action)

TRUSTEE GASS MOVED TO OPEN THE FEBRUARY 13, 2023 EXECUTIVE SESSION MEETING MINUTES AND TO DESTROY ALL EXECUTIVE SESSION AUDIO RECORDINGS RECORDED PRIOR TO DECEMBER 2021. TRUSTEE SMITH SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-7; NAYS-0; ABSENT-0.

Set Date for Budget & Appropriation Hearing (Action)

TRUSTEE VILLARREAL MOVED TO SET THE MEETING DATE FOR THE BUDGET & APPROPRIATION HEARING FOR AUGUST 21, 2023 AT 6:00 PM. TRUSTEE DUROT SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-7; NAYS-0; ABSENT-0.

Approve Extending COVID Self-Care Leave Policy (Action)

TRUSTEE DUROT MOVED TO APPROVE EXTENDING THE COVID SELF-CARE LEAVE POLICY AS REVIEWED AND DISCUSSED AT THE MAY 15, 2023 COMMITTEE MEETING. TRUSTEE VILLARREAL SECONDED THE MOTION. UPON PUT TO A VOTE, THE MOTION FAILED. AYES-1: DUROT; NAYS-6; ABSENT-0. The policy will expire as scheduled effective June 30, 2023.

Approve Contract with Hitchcock Design Group (Action)

TRUSTEE SMITH MOVED TO APPROVE EXECUTING A CONTRACT WITH HITCHCOCK DESIGN GROUP FOR DESIGN AND CONSTRUCTION SERVICES AT A COST OF \$29,300. TRUSTEE VILLARREAL SECOND THE MOTION. BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: BEVERLEY, DUROT, GASS, SCHRECK, SMITH, SWAN, AND VILLARREAL; NAYS-0; ABSENT-0.

PUBLIC COMMENTS: None.

ADJOURNMENT: There being no further business, at 6:52 PM, TRUSTEE SMITH MOVED AND TRUSTEE VILLARREAL 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 6:00 PM, July 10th, 2023.

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Secretary