

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

Date: April 8, 2024

Director's Report: (Director Jacobsen)

Attendance:

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

Convened: 7:14 PM

Public Comments: None

Minutes: Green Sense Radio Podcast Show – Director Jacobsen reported on a recent interview he had with Robert Colangelo for the Green Sense Radio Podcast Show. He explained that LVDL was brought to Robert's attention because of the library being awarded the OSLAD Grant. The 20-25 minute conversation morphed more into an introduction to public libraries touching on the concept of sustainability. President Schreck complimented Director Jacobsen on the interview and the ambassadorship he portrayed about the library during the interview.

Public Comments: None

Adjourned: 7:18 PM

Motions:

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

Date: April 8, 2024

Audit & Finance Committee: (Chairman - Trustee Smith)

Attendance:

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

Convened: 7:18 PM

Public Comments: None

Minutes: Audit & Finance (A&F) Committee Meeting – Trustee Smith reminded the board of the special A&F Committee Meeting scheduled for Monday, April 22, 2024 beginning at 6 pm.

Fiscal Year 2025 Working Budget – Trustee Smith and Director Jacobsen met to review and finalize the draft of the FY25 working budget. The final draft will be presented and reviewed during the special A&F Committee Meeting.

Investment Reports – Trustee Smith provided an overview of the library’s fixed income quarterly investment reports provided by the library’s investment advisor. The reports included a breakdown of the portfolio, estimated cash flow for the next 12-months, details on investments and information on purchase dates.

Phishing Emails – Trustee Smith reminded the board to continue to be aware of potential phishing/spam emails as they seem to be occurring more often.

Public Comments: None

Adjourned: 7:22 PM

Motions:

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

Date: April 8, 2024

Building & Grounds Committee: (Chairman – Trustee Durot)

Attendance:

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

Convened: 7:22 PM

Public Comments: None

Minutes: Light Pole Banners – Director Jacobsen explained that one of the library’s strategic initiatives for FY24 was to develop and install outdoor light pole signage to recognize and honor various languages spoken by our patrons. Through various data collection methods, including surveys, inquiries with schools, and examination of census data, eight languages were chosen to be highlighted.

The banners aim to warmly welcome our increasingly multilingual community to the library by saying “Welcome.” We anticipate the banners being installed later this week on various light poles in both the upper and lower parking lots.

Public Comments: None

Adjourned: 7:25 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: April 8, 2024

Executive Committee: (Chairman – President Schreck)

Attendance:

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

Convened: 7:25 PM

Public Comments: None

Minutes: Collection Development Policy Review – The board reviewed and discussed the recommended revisions to the policy. It was suggested to add a statement to require residency within the library district in order to instigate a reconsideration of library materials. The board also discussed the time limit on when an item can be challenged. After much discussion, it was determined that a two year period of time for an item to be eligible for reconsideration seemed appropriate. The additional revisions discussed will be made to the policy and it will be presented to the board for review and approval at the May board meeting.

Video Surveillance Policy – Director Jacobsen explained minor revisions made to the policy. Approval of said policy will be on the May board meeting agenda.

Public Comments: None

Adjourned: 7:37 PM

Motions: **Approve Revised Collection Development Policy**
Approve Revised Video Surveillance Policy

Lake Villa District Library
Board of Trustees
Foundation Committee
Meeting Minutes

Date: April 8, 2024

Attendance:

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

Convened: 7:37 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 March 2024.

Public Comments: None

Adjourned: 7:38 PM

Motions:

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

Date: April 22, 2024

Audit & Finance Committee: (Chairman - Trustee Smith)

Attendance:

Present: Trustees Beverley, Durot, Gass, Scheck, Smith, and Swan.
Absent: Trustee Villarreal
Ex Officio: Jacobsen
Guests: None

Convened: 6:00 PM

Public Comments: None

Minutes: Trustee Smith and Director Jacobsen provided the board with an overview of the preliminary budget for fiscal year 2024/2025. They explained the estimate of revenue, provided highlights of the proposed working budget expenditures, and reviewed the transfers/income and expenditures for each of the special funds. A detailed explanation of the proposed salary budget, as well as the recommended adjustments to the proposed pay scale were also provided.

Any necessary revisions made to the preliminary budget will be discussed at the May 13th Audit & Finance committee meeting.

The fiscal year 2024/2025 working budget, proposed pay scale, and fund transfer amounts will be approved at the June 10, 2024 board meeting.

Public Comments: None

Adjourned: 6:42 PM

Motions: **Approve FY 24/25 Working Budget, Proposed Pay Scale, and Fund Transfers**