

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 8th day of April 2024, by President Schreck.

ROLL CALL: Secretary Pro Tem Nate Gass called roll. The following Trustees answered present: Joel Beverley, Jennifer Durot, Nate Gass, Paul Schreck, Jarrod Smith, and David Swan. Absent: Vanessa Villarreal. Also present: Director Mikael Jacobsen and Administrative Services Manager Julie Binkley. Guests: Dave Frigo and Anais Placido of Hitchcock Design Group, Darren Schretter of Studio GC, and Dan Eallonardo of Independent Construction Services.

APPROVAL OF AGENDA: TRUSTEE SMITH MOVED TO APPROVE THE AGENDA AS PRESENTED. TRUSTEE BEVERLEY SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: VILLARREAL.

PUBLIC COMMENTS: None.

PRESENTATION: Dave Frigo of Hitchcock Design Group and Darren Schretter of Studio GC Architects provided a presentation on Phase II of the Outdoor Improvement Plan. Several options for the performance pavilion were presented and the board shared their feedback on the various options and other considerations. The architects and library staff will begin working on preparing the plan to submit to the Village of Lindenhurst for approval.

Dave Frigo also provided an update on Phase I of the plan (main entrance and terrace area enhancements). It is anticipated that the project should begin within the next 2-3 weeks and should take approximately two weeks to complete. Project work should not impact access to the main entrance of the library.

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

APPROVAL OF MINUTES

- i. March 11, 2024 Board Meeting Minutes
- ii. March 11, 2024 Audit & Finance, Building & Grounds, Executive, Foundation and Presidents Report Meeting Minutes

PRESENTATION OF BILLS: April disbursements were presented in the amount of \$183,101.34. March payroll was \$134,558.68.

TREASURER'S REPORT: Account balances as of March 31, 2024 were as follows: Old National Bank Account=\$487,215.17; Schwab Investment Account=\$11,772,202.94; Schwab Short Term Account=\$2,153,330.59. Replacement property tax in the amount of \$2,511.96, and impact fees from the Village of Lindenhurst in the amount of \$400 were received in the month of March.

TRANSFER: A TRANSFER OF \$320,000 FROM THE SCHWAB ACCOUNTS TO THE OLD NATIONAL BANK ACCOUNT TO COVER SALARIES FOR MARCH AND DISBURSEMENTS FOR APRIL.

APPROVAL OF
CONSENT AGENDA
ITEMS:

TRUSTEE DUROT MOVED TO APPROVE THE CONSENT AGENDA ITEMS AS PRESENTED. TRUSTEE SWAN SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: BEVERLEY, DUROT, GASS, SCHRECK, SMITH, AND SWAN; NAYS-0; ABSENT-1: VILLARREAL.

Director's Report

Director Jacobsen highlighted the following from his report:

- Director's Report Format – Director Jacobsen inquired as to if the board prefers that he continue to include the departmental highlights that are summarized within the Director's Report, or if the board prefer to review the individual departmental reports and not include the highlights in his report. The consensus of the board was to continue to provide the departmental highlights summarized within the Director's Report.
- Outreach – Meg Schmaus (Adult Services Outreach Librarian) and Rachel Hogan (Youth Services Outreach Librarian) continue to do great work on leading library outreach efforts. They have recently organized - St. Patrick's Day Parade, school field trips to the library, principal reads storytimes, deliveries to school teachers, lunchtime at the library, homebound deliveries, library card sign up, and technology help programs at Victory Lakes.
- 2024 Summer Reading Program logo was revealed to the board. The logo will be shared with staff during Staff Development Day on Friday, April 12.

COMMUNICATIONS:

The Communication folder consisted of the following:

- An article entitled "The Library, The Billboard, and The Non-User: Lake Villa District Library's Efforts to Raise Awareness," written by Nina Kenney, Head of Communications, published in the *ILA Reporter*.
- An email shared by Village of Lindenhurst Administrator from a person that is very supportive of all things Lindenhurst – most notably the library.
- An email exchange with a patron and library staff regarding the Meeting Room Policy.

UNFINISHED
BUSINESS:

None.

NEW BUSINESS:

Approve Strategic Plan - Fiscal Years 2025-2026 (Action)

TRUSTEE GASS MOVED TO APPROVE THE STRATEGIC PLAN FOR FISCAL YEARS 2025-2026 AS PRESENTED AND DISCUSSED AT THE MARCH 11, 2024 COMMITTEE MEETING. TRUSTEE BEVERLEY SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: VILLARREAL.

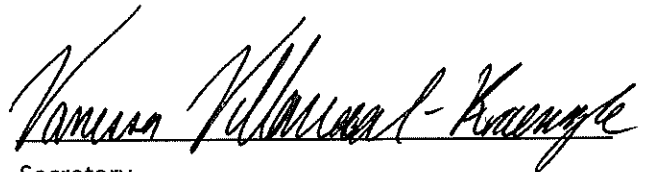
Approve Revised Notary Policy (Action)

TRUSTEE DUROT MOVED TO APPROVE THE REVISED NOTARY POLICY AS PRESENTED AND DISCUSSED AT THE MARCH 11, 2024 COMMITTEE MEETING. TRUSTEE BEVERLEY SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: VILLARREAL.

PUBLIC COMMENTS: None.

ADJOURNMENT: There being no further business, at 7:13 PM, TRUSTEE SMITH MOVED AND TRUSTEE BEVERLEY SECONDED THAT THE MEETING BE ADJOURNED. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: VILLARREAL.

The next regular Board Meeting is scheduled for 6:00 PM, May 13th, 2024.



Secretary