

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 August 2024, by President Schreck.

- ROLL CALL:** Secretary Villarreal called roll. The following Trustees answered present: Jennifer Durot, Nate Gass, Paul Schreck, David Swan, and Vanessa Villarreal. Absent: Joel Beverley and Jarrod Smith. Also present: Director Mikael Jacobsen and Administrative Services Manager Julie Binkley. Guests: Dave Frigo of Hitchcock Design Group and Dan Eallonardo of Independent Construction Services.
- APPROVAL OF AGENDA:** TRUSTEE VILLARREAL MOVED TO APPROVE THE AGENDA AS PRESENTED. TRUSTEE SWAN SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-5; NAYS-0; ABSENT-2: BEVERLEY AND SMITH.
- PUBLIC COMMENTS:** None.
Trustee Beverley arrived at 6:03 pm.
- PRESENTATION:** Dave Frigo of Hitchcock Design Group provided the board with an update on Phase I of the Outdoor Space Plan. He provided a review of before and after pictures of the enhancements made to the main entrance and terrace areas. Dave and Dan also presented and explained the outline of the scope of services for Phase II of the Outdoor Space Plan and the anticipated timeline for this phase of the project.
- CONSENT AGENDA ITEMS:** PRESIDENT SCHRECK PRESENTED THE CONSENT AGENDA ITEMS AND THE BOARD ADOPTED THE ITEMS.
- APPROVAL OF MINUTES**
- i. July 15, 2024 Board Meeting Minutes
 - ii. July 15, 2024 Audit & Finance, Building & Grounds, Executive, Foundation and President’s Report Meeting Minutes
- PRESENTATION OF BILLS:** August disbursements were presented in the amount of \$262,250.78. July payroll was \$140,178.21.
- TREASURER’S REPORT:** Account balances as of July 31, 2024 were as follows: Old National Bank Account=\$572,612.15; Schwab Investment Account=\$11,873,592.04; Schwab Short Term Account=\$3,258,757.46. Property taxes in the amount of \$34,656.23, replacement property taxes in the amount of \$4,846.60, the Per Capita Grant in the amount of \$58,116.37, and impact fees in the amount of \$7,200 from the Village of Lindenhurst and in the amount of \$174 from the Village of Grayslake were received in the month of July.
- TRANSFER:** A TRANSFER OF \$330,000 FROM THE SCHWAB ACCOUNTS TO THE OLD NATIONAL BANK ACCOUNT TO COVER SALARIES FOR JULY AND DISBURSEMENTS FOR AUGUST.
- APPROVAL OF CONSENT AGENDA ITEMS:** TRUSTEE GASS MOVED TO APPROVE THE CONSENT AGENDA ITEMS AS PRESENTED. TRUSTEE VILLARREAL SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: BEVERLEY, DUROT, GASS, SCHRECK, SWAN, AND VILLARREAL; NAYS-0; ABSENT-1: SMITH.

Director's Report

Director Jacobsen highlighted the following from his report:

- The library received its annual Per Capita Grant in the amount of \$59,116.37.
- Director Jacobsen joined the Illinois Library Association's Public Policy Committee. He explained that the Committee's charge is to "provide the association's focus on legislative matters; recommend studies on projects designed to advance the development of all types of libraries; and advocate legislative action which advances library service for all residents of Illinois."
- A review of the Circulation FY Comparison Snapshot: Comparing FY22 with FY24 Report. The report provided an overview of the library's circulation trends across various collections.

COMMUNICATIONS:

The Communication folder consisted of the following:

- An article entitled "Lake Villa District Library To Host The Serendipity of Bugs," published in the *Lake County Journal*.
- The revised Foundation brochure.
- A comment card received from a patron stating "Your summer reading displays are phenomenal! Really impressive and I love the interactive aspects. So cool!"
- A thank you card received from Antioch Public Library Director Jennifer Drinka expressing her appreciation for the flowers sent by LVDL to congratulate her on receiving the ILA Librarian of the Year Award.
- A thank you note received from the family of Sam Battaglia to acknowledge the sympathy card sent by LVDL. Sam served as a Library Board Trustee for 14 years from 1999-2013 and recently passed away.

UNFINISHED
BUSINESS:

None.

NEW BUSINESS:

Adopt Ordinance #24-103 (Action)

TRUSTEE DUROT MOVED TO ADOPT ORDINANCE #24-103 – AN ORDINANCE AUTHORIZING THE TRANSFER OF \$350,000 OF UNEXPENDED FUNDS FROM THE GENERAL FUND TO THE SPECIAL RESERVE FUND AS PRESENTED AND DISCUSSED AT THE JULY 15, 2024 COMMITTEE MEETING. TRUSTEE VILLARREAL SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: BEVERLEY, DUROT, GASS, SCHRECK, SWAN, AND VILLARREAL; NAYS-0; ABSENT-1: SMITH.

Approve Revised Patron Behavior Policy (Action)

TRUSTEE GASS MOVED TO APPROVE THE REVISED PATRON BEHAVIOR POLICY AS PRESENTED AND DISCUSSED AT THE JULY 15, 2025 COMMITTEE MEETING. TRUSTEE DUROT SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: SMITH.

Approve to Execute Agreements with Hitchcock Design Group (Action)

TRUSTEE VILLARREAL MOVED TO AUTHORIZE LIBRARY STAFF TO TAKE ALL NECESSARY STEPS WITH EXECUTING AGREEMENTS WITH HITCHCOCK DESIGN GROUP FOR THE COMPLETION OF PHASE II OF THE OUTDOOR SPACE IMPROVEMENTS PENDING LEGAL REVIEW. TRUSTEE GASS SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: BEVERLEY, DUROT, GASS, SCHRECK, SWAN, AND VILLARREAL; NAYS-0; ABSENT-1: SMITH.

PUBLIC COMMENTS: None.

ADJOURNMENT: There being no further business, at 7:08 PM, TRUSTEE VILLARREAL MOVED AND TRUSTEE DUROT SECONDED THAT THE MEETING BE ADJOURNED. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: SMITH.

The next regular Board Meeting is scheduled for 6:00 PM, September 9th, 2024.



Secretary

A SPECIAL MEETING OF THE BOARD OF TRUSTEES
OF THE LAKE VILLA DISTRICT LIBRARY, LAKE VILLA, IL
WAS HELD ON AUGUST 26, 2024

AT 140 N. Munn Rd., Lindenhurst, IL 60046

The special meeting of the Board of 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. The meeting was called to order at 6:00 PM on the 26th day of August, 2024 by President Schreck.

ROLL CALL: Secretary Villarreal called roll. The following Trustees answered present: Joel Beverley, Jennifer Durot, Nate Gass, Paul Schreck, Jarrod Smith, Dave Swan, and Vanessa Villarreal. Absent: None . Also present: Director Jacobsen.

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.

NEW BUSINESS: Public Hearing on Budget and Appropriation Ordinance 24-102
President Schreck opened the public hearing for Budget and Appropriation Ordinance 24-102.

Hearing no questions or comments, President Schreck closed the hearing at 6:02 PM.

TRUSTEE SMITH MOVED TO ENACT BUDGET AND APPROPRIATION ORDINANCE 24-102 FOR LAKE VILLA PUBLIC LIBRARY DISTRICT FOR FISCAL YEAR COMMENCING JULY 1, 2024 AND ENDING JUNE 30, 2025. TRUSTEE BEVERLEY SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: BEVERLEY, DUROT, GASS, SHCRECK, SMITH, SWAN, AND VILLARREAL; NAYS-0; ABSENT-0.

ORDINANCE 24-102
ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR THE LAKE VILLA PUBLIC LIBRARY DISTRICT FOR FISCAL YEAR COMMENCING JULY 1, 2024 AND ENDING JUNE 30, 2025, BE IT ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE LAKE VILLA PUBLIC LIBRARY

August 26, 2024

6A

DISTRICT: The Ordinance shall be in full force and effective immediately upon passage, approval and publication as required by law. Passed and approved August 26, 2024. A copy of Ordinance 24-102 is on file.

ADJOURNMENT:

There being no further business, at 6:03 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.

A handwritten signature in black ink, appearing to read "Vanessa Villarreal", is written over a horizontal line.

Secretary