

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 6:09 PM on the 15th day of July 2024, by Vice President Gass.

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

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-4; NAYS-0; ABSENT-3: BEVERLEY, DUROT, AND SCHRECK.

PUBLIC COMMENTS: None.

CONSENT AGENDA ITEMS: VICE PRESIDENT GASS PRESENTED THE CONSENT AGENDA ITEMS AND THE BOARD ADOPTED THE ITEMS.

APPROVAL OF MINUTES i. June 10, 2024 Board Meeting Minutes
ii. June 10, 2024 Audit & Finance, Building & Grounds, Executive, and Foundation Meeting Minutes

Trustee Beverley joined the meeting at 6:12pm

PRESENTATION OF BILLS: July disbursements were presented in the amount of \$328,917.15. June payroll was \$136,008.02.

TREASURER'S REPORT: Account balances as of June 30, 2024 were as follows: Old National Bank Account=\$470,515.51; Schwab investment Account=\$11,736,718.84; Schwab Short Term Account=\$3,615,413.35. Property taxes in the amount of \$2,416,909.08, and impact fees in the amount of \$5,400 from the Village of Lindenhurst, and in the amount of \$200 from the Village of Round Lake were received in the month of June.

TRANSFER: A TRANSFER OF \$455,000 FROM THE SCHWAB ACCOUNTS TO THE OLD NATIONAL BANK ACCOUNT TO COVER SALARIES FOR JUNE AND DISBURSEMENTS FOR JULY.

APPROVAL OF CONSENT AGENDA ITEMS: TRUSTEE VILLARREAL 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-5: BEVERLEY, GASS, SMITH, SWAN, AND VILLARREAL; NAYS-0; ABSENT-2: DUROT AND SCHRECK.

Director's Report

Director Jacobsen highlighted the following from his report:

- Review of annual stats for FY24 including: gate count, circulation, printing services, reference desk transactions, notarizations, public computer usage, program attendance, and outreach efforts.

- Annual performance evaluations were completed for all staff.
- The recent concert held at LVDL had a great turnout.

COMMUNICATIONS:

The Communication folder consisted of the following:

- An article entitled “Thousands Participating in Summer Reading Program at Lake Villa District Library,” published in the *Lake County Journal*.
- An email submission regarding use of meeting room space at the library.
- A brochure of the photo exhibit currently on display at the library, “Bugs at the Macro Level,” featuring the photography of Ken Bluma.
- A thank you note from an employee expressing their gratitude to the director and board for the pay increase and support provided.

UNFINISHED
BUSINESS:

None.

NEW BUSINESS:

Adopt Annual Maintenance Ordinance #24-101 (Action)

TRUSTEE SMITH MOVED TO ADOPT ANNUAL MAINTENANCE ORDINANCE #24-101 – AN ORDINANCE AUTHORIZING THE LEVY OF AN ADDITIONAL TAX FOR THE MAINTENANCE, REPAIRS AND ALTERATIONS OF THE LIBRARY BUILDING AND EQUIPMENT AS PRESENTED AND DISCUSSED AT THE JUNE 10, 2024 COMMITTEE MEETING. TRUSTEE VILLARREAL SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-5: BEVERLEY, GASS, SMITH, SWAN, AND VILLARREAL; NAYS-0; ABSENT-2: DUROT AND SCHRECK.

Adopt Tentative Budget & Appropriation Ordinance #24-102 (Action)

TRUSTEE VILLARREAL MOVED TO APPROVE THE TENTATIVE BUDGET & APPROPRIATION ORDINANCE #24-102 – AN ORDINANCE TO SET FORTH THE AMOUNT OF FUNDS TO BE BUDGETED AND APPROPRIATED TO DEFRAY THE EXPENSES AND LIABILITIES OF THE LIBRARY DISTRICT AS PRESENTED AND DISCUSSED AT THE JUNE 10, 2024 COMMITTEE MEETING. TRUSTEE BEVERLEY SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-5: BEVERLEY, GASS, SMITH, SWAN, AND VILLARREAL; NAYS-0; ABSENT-2: DUROT AND SCHRECK.

Review of FY24 Unaudited Final Working Budget Expenditures Report

Director Jacobsen provided the board with an overview of the FY24 unaudited final working budget expenditures report.

Adopt Artificial Intelligence Policy (Action)

TRUSTEE VILLARREAL MOVED TO ADOPT THE ARTIFICIAL INTELLIGENCE (A.I.) POLICY AS REVIEWED AND DISCUSSED AT THE MAY 13, 2024 AND THE JUNE 10, 2024 COMMITTEE MEETINGS. TRUSTEE BEVERLEY SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-5; NAYS-0; ABSENT-2: DUROT AND SCHRECK.

Approve Revised Exhibits Policy (Action)

TRUSTEE SMITH MOVED TO APPROVE THE REVISED EXHIBITS POLICY AS REVIEWED AND DISCUSSED AT THE JUNE 10, 2024 COMMITTEE MEETING. TRUSTEE VILLARREAL SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-5; NAYS-0; ABSENT-2: DUROT AND SCHRECK.

Approve to Execute a Contract with Hitchcock Design Group (Action) - TABLE
TRUSTEE SMITH MOVED TO TABLE THE MOTION TO AUTHORIZE LIBRARY STAFF TO EXECUTE A CONTRACT WITH HITCHCOCK DESIGN GROUP FOR COMPLETION OF PHASE II OF THE OUTDOOR SPACE IMPROVEMENTS PENDING LEGAL REVIEW UNTIL THE AUGUST BOARD MEETING. TRUSTEE VILLARREAL SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-5; NAYS-0; ABSENT-2: DUROT AND SCHRECK.

PUBLIC COMMENTS: None.

ADJOURNMENT: There being no further business, at 6:37 PM, TRUSTEE SMITH MOVED AND TRUSTEE VILLARREAL SECONDED THAT THE MEETING BE ADJOURNED. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-5; NAYS-0; ABSENT-2: DUROT AND SCHRECK.

The next regular Board Meeting is scheduled for 6:00 PM, August 12th, 2024.


Secretary