

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

Date: July 15, 2024

Director's Report: (Director Jacobsen)

Attendance:

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

Convened: 6:37 PM

Public Comments: None

Minutes: Fiscal Year 2023-2024 Strategic Activities Report – Director Jacobsen provided the board with a report of the completed activities in support of the strategic plan for fiscal year 2023-2024. He is very proud of all the work staff has done to achieve the many goals.

Public Comments: None

Adjourned: 6:41 PM

Motions:

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

Date: July 15, 2024

Audit & Finance Committee: (Chairman - Trustee Smith)

Attendance:

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

Convened: 6:41 PM

Public Comments: None

Minutes: Special Reserve Transfer Ordinance #24-103 – Trustee Smith reported on the estimated Special Reserve transfer amount that the board will approve at the August meeting. He explained that after reviewing the unaudited operating expenditures, we estimate that \$350,000 can be transferred to the Special Reserve Fund while maintaining approximately six months of reserve in the General Fund as described within the Fund Balance Policy

Public Comments: None

Adjourned: 6:43 PM

Motions: **Adopt Special Reserve Transfer Ordinance 24-103**

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

Date: July 15, 2024

Building & Grounds Committee: (Chairman – Trustee Durot)

Attendance:

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

Convened: 6:43 PM

Public Comments: None

Minutes: Outdoor Improvements Phase I Update - The installation of the shade structures was postponed. We now anticipate it being completed by the end of next week.

Village of Lindenhurst Permits and Plan Update – The Village Planning Commission Meeting to review and approve Phase II of the outdoor space plan is scheduled to be held on Wednesday, August 7th. Director Jacobsen and representatives from Hitchcock Design Group and Studio GC plan on attending the meeting.

Public Comments: None

Adjourned: 6:47 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: July 15, 2024

**Executive
Committee:** (Chairman – President Schreck)

Attendance:

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

Convened: 6:47 PM

Public Comments: None

Minutes: Patron Behavior Policy Review – The board reviewed and discussed suggested revisions made to the Patron Behavior Policy. Approval of said policy will be on the August board meeting agenda.

Public Comments: None

Adjourned: 6:52 PM

Motions: Approve revised Patron Behavior Policy

Lake Villa District Library
Board of Trustees
Foundation Committee
Meeting Minutes

Date: July 15, 2024

Attendance:

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

Convened: 6:52 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 June 2024. They also discussed the consideration to possibly increase the amount of the donation made toward next year’s summer reading program, if additional funding is needed to support the program. This will be discussed further during the annual Foundation meeting held in October.

Public Comments: None

Adjourned: 6:57 PM

Motions:

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

Date: July 15, 2024

Executive Committee: (Chairman – President Schreck)

Attendance:

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

Convened: 6:57 PM

Public Comments: None

Minutes: Illinois Library Association Conference – Director Jacobsen mentioned that the ILA Conference will take place October 8-10 in Peoria with registration opening July 22. He will share the link to the conference to provide more details about the conference for those who may be interested in attending. Director Jacobsen is not anticipating attending the conference this year.

Public Comments: None

Adjourned: 6:59 PM

Motions: