

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

Date: June 10, 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: 6:28 PM

Public Comments: None

Minutes: Fiscal Year 2024-2025 Strategic Activities – The board reviewed and discussed the list of strategic activities that staff will be addressing in FY24/25.

Public Comments: None

Adjourned: 6:35 PM

Motions:

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

Date: June 10, 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: 6:35 PM

Public Comments: None

Minutes: Annual Budget & Appropriation (B&A) Ordinance & Estimate of Revenues – Director Jacobsen presented the tentative B&A ordinance and the estimate of Revenues for fiscal year 2024/2025. He explained that the process is designed to set the appropriated amount (upper limit) the library is able to spend per a budgetary category without returning to the board for explicit permission. Typically, the appropriated amount is 20% more than is budgeted in the various budgetary lines, but some may be higher to provide a little more space for unanticipated expenses. The tentative B&A ordinance will be on the agenda for consideration to adopt at the July board meeting. The public hearing date is scheduled for August 26.

.02% Maintenance Levy Ordinance – Treasurer Smith and Director Jacobsen explained that the ordinance allows the library district to levy an additional tax of .02% of the value of all the taxable property in the district. They also explained that the levy needs to be passed at least once every 3 years to continue to have the option of someday using this additional .02%. Although the board passed the .02% Maintenance Levy Ordinance in FY24, it is recommended for the board to pass it annually in order to simplify accounting practices.

Public Comments: None

Adjourned: 6:38 PM

Motions: **Adopt Tentative Budget & Appropriation Ordinance 24-102**
Adopt .02% Maintenance Levy Ordinance 24-101

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

Date: June 10, 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: 6:38 PM

Public Comments: None

Minutes: Outdoor Improvements Phase I Update - Work on Phase I is moving along. The shade structures have been erected, solar umbrella tables have been installed, landscaping has been completed, and movement and of furniture is in progress. We anticipate the project being completed by the end of June.

Village of Lindenhurst Permits and Plan Update – The Application for Development and Zoning Approval for Phase II of the outdoor space plan was submitted to the Village of Lindenhurst on May 28th. We are hoping for an approval hearing to take place in July or August.

Hitchcock Design Group is in the process of preparing a contract for the construction process of Phase II of the project. Director Jacobsen anticipates the contract being available for board review and approval during the July board meeting.

Director Jacobsen reported that the 3-stop elevator is currently not operating. The parts to repair the elevator have been ordered, and we anticipate it being repaired by the end of the week.

Director Jacobsen also reported that the replacement tiles for the YS Program Room floor are being installed this week.

Public Comments: None

Adjourned: 6:44 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: June 10, 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: 6:44 PM

Public Comments: None

Minutes: Artificial Intelligence (A.I.) Policy – the board continued the discussion on the draft of the newly created policy. Director Jacobsen also provided a few sample policies for the board to use as a reference. After much discussion, it was determined to proceed with adopting the newly created policy with the understanding that it may be necessary to review and/or revise the policy as needed as situations may arise with the use of A.I. that are not yet known. Consideration to adopt the policy will be on the July board meeting agenda.

Displays and Exhibits Policy – the board reviewed and discussed the revisions to the policy. The policy has been renamed to Exhibits Policy to clarify that this policy pertains specifically to exhibits, rather than typical library displays that are regularly designed by staff. Consideration for approval of the revised policy will be on the July board meeting agenda.

Public Comments: None

Adjourned: 7:07 PM

Motions: **Adopt Artificial Intelligence Policy**
Approve revised Exhibits Policy

Lake Villa District Library
Board of Trustees
Foundation Committee
Meeting Minutes

Date: June 10, 2024

Attendance:

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

Convened: 7:07 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 May 2024.

The reimbursement to the library for summer reading program support, and endowment/ book tribute purchases will be completed before the end of June and is estimated to be about \$8,100.

Public Comments: None

Adjourned: 7:09 PM

Motions: