

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

Date: May 13, 2024

Director's Report: (Director Jacobsen)

Attendance:

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

Convened: 7:11 PM

Public Comments: None

Minutes: Solar Eclipse Event – Director Jacobsen reported on the solar eclipse event on April 8th. The event was wonderfully successful! Over 1,644 solar views and glasses were distributed. The gate count recorded 1,167 visitors that day making it the 5th busiest day since moving to the new location. It was heartwarming to witness so many people enjoying the event at the library.

Public Comments: None

Adjourned: 7:14 PM

Motions:

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

Date: May 13, 2024

Audit & Finance Committee: (Chairman - Trustee Smith)

Attendance:

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

Convened: 7:14 PM

Public Comments: None

Minutes: Working Budget FY25 – Trustee Smith presented updates to the working budget document for FY25.

Nonresident Fees for FY25 – Trustee Smith reported that the Nonresident Fees for FY25 will be \$378, which reflects a \$17 increase from FY24.

Development Donation Schedule FY25 – Trustee Smith presented the Developer Donation Schedule (Impact Fees) for FY25.

Investment Reports – Trustee Smith provided an overview of the library’s fixed income quarterly investment reports provided by the library’s investment advisor. The reports included a breakdown of the portfolio, estimated cash flow for the next 12-months, details on investments and information on purchase dates.

Public Comments: None

Adjourned: 7:22 PM

Motions: Approve FY25 Working Budget, Proposed Pay Scale and Nonresident Fees

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

Date: May 13, 2024

Building & Grounds Committee: (Chairman – Trustee Durot)

Attendance:

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

Convened: 7:22 PM

Public Comments: None

Minutes: Light Pole Banners – Awaiting a quote for the replacement of the light pole banners due to an error discovered in the translation of one of the languages displayed.

Outdoor Improvements Phase I Update – We anticipate work to begin the week of May 20th.

Hey & Associates Survey – Hey & Associates are in the process of completing a topographical survey and an update to the wetlands delineation as these items will be necessary for the successful completion of Phase II of the Outdoor Space Plan.

Public Comments: None

Adjourned: 7:30 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: May 13, 2024

Executive Committee: (Chairman – President Schreck)

Attendance:

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

Convened: 7:30 PM

Public Comments: None

Minutes: Artificial Intelligence (A.I.) Policy – the board reviewed and discussed the newly created policy. Director Jacobsen explained the policy would assist in governing library staff in the use of A.I. Patron privacy, network security, and providing accurate information are of the utmost importance and were primary considerations in creating the policy.

Director Jacobsen stated it is very likely we will see major growth in the use of A.I. in public libraries over the next few years. Although there is much to learn about the use of A.I., having this type of policy in place ahead of anticipated use will assist staff in making decisions on how to best to use these potentially useful tools.

The policy will be on the June board meeting agenda for consideration of adopting the policy.

Public Comments: None

Adjourned: 8:02 PM

Motions: **Adopt Artificial Intelligence Policy**

Lake Villa District Library
Board of Trustees
Foundation Committee
Meeting Minutes

Date: May 13, 2024

Attendance:

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

Convened: 8:02 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 April 2024.

Public Comments: None

Adjourned: 8:02 PM

Motions:

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

Date: May 13, 2024

Executive Committee: (Chairman – President Schreck)

Attendance:

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

Convened: 8:02 PM

Public Comments: None

Minutes: Tentative Board/Committee Meeting Schedule for FY25 – Director Jacobsen presented the proposed schedule noting one deviation for the July board meeting. The meeting is scheduled to be held on July 15th, the 3rd Monday of the month instead of the 2nd Monday.

Approval of the schedule will be on the June board meeting agenda.

Public Comments: None

Adjourned: 8:03 PM

Motions: Approve Board/Committee Meeting Schedule for FY25