

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

Date: November 11, 2024

Director's Report: (Director Jacobsen)

Attendance:

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

Convened: 6:22 PM

Public Comments: None

Minutes: Updated Fair Labor Standards Act (FLSA) Earnings Threshold Discussion – Director Jacobsen provided the board with information regarding the potential increase to the minimum salary threshold to be exempt from overtime pay to \$58,656 effective January 1, 2025. He explained that no immediate changes are necessary. However, because the library's current pay structure for the librarian level pay grade is below the anticipated increased threshold, we may need to adjust the pay structure upward starting at the librarian level position and for higher-level positions in order to preserve the current gap of 13-15% between positions.

Director Jacobsen also explained that it is possible that these changes may not take effect, as legal challenges have been filed. We will continue to monitor and share information with the board when it becomes available.

Per Capita Grant: Illinois Standards 4.0 Review - Director Jacobsen explained the Per Capita Grant funding requirements to the board. He reported that the library leadership team recently reviewed and discussed the *Serving our Public 4.0: Standards for Illinois Public Libraries*. The board reviewed and discussed the checklist that staff use to be sure LVDL is following or attempting to follow state standards. The completed Per Capital Grant application has been submitted to the Illinois State Library. We anticipate the library receiving funding of \$58,718.28 next fiscal year.

Open Hours Discussion – Director Jacobsen provided the board with a summary of the information that was gathered to investigate the possibility of extending Sunday hours by one hour. After much discussion, the board's recommendation was to continue the discussion at the December Committee Meeting.

Public Comments: None

Adjourned: 7:08 PM

Motions:

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

Date: November 11, 2024

Audit & Finance Committee: (Chairman - Trustee Smith)

Attendance:

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

Convened: 7:08 PM

Public Comments: None

Minutes: Quarterly Investment Statements – Director Jacobsen provided an overview of the fixed income quarterly investment reports provided by the library’s investment advisor.

Audit Presentation – Director Jacobsen asked the board if they would prefer that the representative from L&A to provide the audit presentation in person or remotely. The consensus of the board was to allow the representative to provide the presentation via remote participation.

Public Comments: None

Adjourned: 7:12 PM

Motions: Approve Annual Financial Report and Audit

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

Date: November 11, 2024

Building & Grounds Committee: (Chairman – Trustee Durot)

Attendance:

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

Convened: 7:12 PM

Public Comments: None

Minutes: Outdoor Improvements Phase II Update – Hitchcock Design Group is scheduled to present Phase II design at 50% completion during a Special Board Meeting on Monday, November 25th at 6 pm.

Youth Services Imaginative Play Area – Director Jacobsen provided the quote and mock-up design of the new LVDL Market, which will be installed in the imaginative play area, replacing the less successful corn stalks and holes. Staff are confident that this new interactive element will enhance the space.

Public Comments: None

Adjourned: 7:17 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: November 11, 2024

Executive Committee: (Chairman – President Schreck)

Attendance:

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

Convened: 7:17 PM

Public Comments: None

Minutes: Personnel Policy Manual Revisions – Administrative Services Manager Binkley provided an overview of the policy revisions made during 2024. Approval of the revised Personnel Policy Manual will on the December board meeting agenda.

Resolution No. 24-101 – Adopting the Anti-Harassment and Anti-Discrimination Policy Revisions – the board reviewed the revisions made to the resolution. Approval of the revised resolution will be on the December board meeting agenda.

Whistleblower Policy Revisions – the board reviewed the revised policy. Approval of the revised policy will be on the December board meeting agenda.

Electronic Participation in Board Meetings – the board discussed the consideration to allow for electronic/remote participation of Trustees during board meetings. After much discussion, the board requested that Director Jacobsen draft the necessary revisions to the existing Bylaws of the Board Trustees Policy to incorporate electronic/remote participation. The board will review the revised draft of the policy at the December committee meeting.

Public Comments: None

Adjourned: 7:28 PM

Motions: **Approve Revised Personnel Policy Manual**
Adopt Revised Resolution No. 24-101
Approve Revised Whistleblower Policy

Lake Villa District Library
Board of Trustees
Foundation Committee
Meeting Minutes

Date: November 11, 2024

Attendance:

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

Convened: 7:28 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 October 2024.

Director Jacobsen informed the board that the former president of the disbanded Friends of the Library group visited him recently to inquire about the possibility of the Library Foundation continuing with the scholarship program previously offered by the Friends of the Library. Director Jacobsen suggested that she attend the board meeting to present the request for consideration directly to the board, but she did not attend.

Public Comments: None

Adjourned: 7:30 PM

Motions:

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

Date: November 11, 2024

Executive Committee: (Chairman – President Schreck)

Attendance:

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

Convened: 7:30 PM

Public Comments: None

Minutes: Library Director Review Timeline Discussion – Director Jacobsen presented the potential timeline for his annual review. He explained that he is currently preparing his self-evaluation document and will be providing a summary of activities and accomplishments in 2024, which will align with the evaluation questions. This document will be provided to the board at the December board meeting and should assist the board in the evaluation process.

Director Jacobsen will also provide the current survey questions, allowing for discussion and agreement on any necessary edits to the questions. The survey tool will be deployed for a few weeks toward the end of December. Two board members will be appointed to compile the survey results and meet with the Director to share the results before the February board meeting. Compensation information will be provided to the board at the January meeting. The final performance review will occur with the entire board during the February meeting.

Turning Off Cameras During Elections Discussion – Director Jacobsen explained that for the recent election, the Lake County Clerk informed us of the directive to turn off or cover the security cameras located in the room designated for voting. This directive was based on Section 29-9 of the Illinois Election Code (10 ILCS 5/29-9). Although this directive is not new, it was new to us as it had not been requested previously. To follow this directive, the cameras were covered during the polling hours and uncovered when the polls closed. We have submitted feedback to the Lake County Clerk' Office via a recent site survey requesting that this directive be added to the site contract for future elections.

Public Comments: None

Adjourned: 7:43 PM

Motions:

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

Date: November 25, 2024

Building & Grounds Committee: (Chairman – Trustee Durot)

Attendance:

Present: Trustees Beverley (arrived at 6:04 pm), Durot, Gass, Schreck, and Villarreal
Absent: Trustees Smith and Swan
Ex Officio: Jacobsen
Also Present: Binkley
Guests: Hitchcock Design Group – Dave Frigo and Nick Arriaga, Studio GC – Darren Schretter, Hey & Associates – Dave Kraft, Independent Construction Services – Dan Eallonardo

Convened: 6:00 PM

Public Comments: None

Minutes: Outdoor Improvements Phase II 50% Complete Presentation – Dave Frigo of Hitchcock Design Group gave an overview of the current site plan, including design updates, paver and furniture options, project cost summary, and the tentative project schedule. Darren Schretter of Studio GC also presented the design plan for the vestibule area.

The board reviewed and discussed various options for pavers and furniture and offered their feedback.

The 95% complete presentation is planned for the February board meeting.

Public Comments: None

Adjourned: 7:49 PM

Motions: