

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

Date: September 9, 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: 6:45 PM

Public Comments: None

Minutes: Staff dependent health insurance discussion – Director Jacobsen provided an overview of the key findings discovered during a recent review of health insurance benefits offered by public libraries in the Chicago area. The analysis of the information indicates that LVDL may be falling behind in terms of contributions to dependent health and dental insurance coverage. In order to maintain LVDL's ability to attract and retain strong employees, staff recommend for the board to consider increasing the library's contribution amount for dependent health and dental insurance.

Director Jacobsen provided insurance cost estimates at various contribution levels for the board to review and consider. Upon their review and discussion of the information provided, the consensus of the board was to proceed with including a motion on the October board meeting agenda for the board to consider approving an increase in dependent health and dental insurance coverage from 56% to 70% effective January 2025. The additional cost to increase the coverage would fall within the amount budgeted for benefits for FY24/25.

Public Comments: None

Adjourned: 7:08 PM

Motions: Approve to increase dependent health and dental insurance coverage from 56% to 70% effective January 2025.

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

Date: September 9, 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: Fiscal Year 25/26 Annual Levy Discussion – Director Jacobsen explained that no revisions were made to the draft of the Annual Levy Ordinance that was presented to the board during the August committee meeting. A motion to approve the ordinance will be on the October board meeting agenda.

Bond Abatement Ordinance – Director Jacobsen explained that the board has the option to abate the bond tax. The abatement saves the community approximately \$335,000 and requires annual approval to do so. He also explained that when the bond debt was initially undertaken, the board intended to abate the tax each year. A motion to approve the ordinance will be on the October board meeting agenda.

Public Comments: None

Adjourned: 7:14 PM

Motions: Approve Annual Levy Ordinance 24-104
Approve Bond Abatement Ordinance 24-105

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

Date: September 9, 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: 7:14 PM

Public Comments: None

Minutes: Outdoor Improvements Phase I Update - Director Jacobsen reported that the project is complete with the exception of minor punch list items and the planting of bulbs in the fall.

Outdoor Improvements Phase II Update – The Village of Lindenhurst Board unanimously approved the site plan update. The contract with Hitchcock Design Group has been reviewed by the library’s attorney and signed. We are awaiting next steps in the process.

Public Comments: None

Adjourned: 7:15 PM

Motions:

Lake Villa District Library
Board of Trustees
Foundation Committee
Meeting Minutes

Date: September 9, 2024

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:

Foundation Monthly Financial Reports – The board reviewed the financial report, which included income received, disbursements made, and the account balance for the month of August 2024.

Summer Reading Program 2025 – The board discussed the recommendation to increase the funding provided by the Library Foundation to \$10,000 to support the 2025 SRP. The consensus of the board was to approve the request. A motion for the board to consider approving the donation request will be on the Annual Foundation Meeting agenda in October.

Public Comments: None

Adjourned: 7:33 PM

Motions: Approve \$10,000 donation to support the 2025 Summer Reading Program

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: September 9, 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: 7:16 PM

Public Comments: None

Minutes: Library Card Policy – Discussion regarding library cards for persons experiencing homelessness. Upon review and discussion of the information provided by Director Jacobsen, the consensus of the board was to proceed with revising the Library Card Policy to include an option for issuing a limited use library card to those experiencing homelessness. Approval of the revised policy will be on the October board meeting agenda.

The following policies were also scheduled for review. No revisions were made to the policies:

- Authority to Spend Policy
- Incident Reporting Policy

Public Comments: None

Adjourned: 7:29 PM

Motions: **Approve Revised Library Card Policy**

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

Date: September 9, 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: 7:33 PM

Public Comments: None

Minutes: President Schreck inquired to see if there may be any interest in the library exploring the opportunity for community members to purchase LVDL merchandise such as apparel, hats, or other items. Although this idea has been considered previously, library staff will investigate and research potential options and share their findings during the October committee meeting.

Public Comments: None

Adjourned: 7:44 PM

Motions: