

The regular public meeting of the Board of the Library Trustees of the Lake Villa Public Library District, Lake County, Illinois, was held at 140 N. Munn Rd., Lindenhurst, Illinois, in said Public Library District. The meeting was called to order at 6:00 PM on the 9th day of December 2024, by President Schreck.

- ROLL CALL:** Secretary Pro Tem Gass called roll. The following Trustees answered present: Jennifer Durot, Nate Gass, Paul Schreck, Jarrod Smith, and David Swan. Absent: Joel Beverley and Vanessa Villarreal. Also present: Director Mikael Jacobsen and Administrative Services Manager Julie Binkley. Guests: Lauterbach & Amen representative Sydnee Marks (remotely).
- APPROVAL OF AGENDA:** TRUSTEE SWAN MOVED TO APPROVE THE AGENDA AS PRESENTED. TRUSTEE GASS SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-5; NAYS-0; ABSENT-2: BEVERLEY AND VILLARREAL.
- PUBLIC COMMENTS:** None.
- AUDIT PRESENTATION:** Lauterbach & Amen representative Sydnee Marks presented the Board with a high level overview of the 2024 Annual Financial Report and audit. She reported that no significant control deficiencies were identified during the audit. She also expressed appreciation to the staff involved in the audit process and thanked them for their cooperation and assistance in conducting the audit.
- Trustee Beverley arrived at 6:06 pm.
- CONSENT AGENDA ITEMS:** PRESIDENT SCHRECK PRESENTED THE CONSENT AGENDA ITEMS AND THE BOARD ADOPTED THE ITEMS.
- APPROVAL OF MINUTES**
- i. November 11, 2024 Board Meeting Minutes
  - ii. November 11, 2024 Audit & Finance, Building & Grounds, Executive, Foundation and President's Report Meeting Minutes
  - iii. November 25, 2024 Special Building & Grounds Committee Meeting Minutes
- TREASURER'S REPORT:** Account balances as of November 30, 2024 were as follows: Old National Bank Account=\$512,452.30; Schwab Investment Account=\$12,673,208.12; Schwab Short Term Account=\$3,315,812.74. Property taxes in the amount of \$22,834.40 and the RAILS LLSAP Grant in the amount of \$1,189.84 were received in the month of November.
- TRANSFER:** A TRANSFER OF \$350,000 FROM THE SCHWAB ACCOUNTS TO THE OLD NATIONAL BANK ACCOUNT TO COVER SALARIES FOR NOVEMBER AND DISBURSEMENTS FOR DECEMBER.
- APPROVAL OF CONSENT AGENDA ITEMS:** TRUSTEE SMITH MOVED TO APPROVE THE CONSENT AGENDA ITEMS AS PRESENTED. TRUSTEE DUROT SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: BEVERLEY, DUROT, GASS, SCHRECK, SMITH, AND SWAN; NAYS-0; ABSENT-1: VILLARREAL.

Director's Report

Director Jacobsen highlighted the following from his report:

- Election Day visitors and the amount of library card registrations completed.
- Chamber of Commerce Annual Mayoral Luncheon attended by AS Outreach Librarian Schmaus, Trustee Schreck and Director Jacobsen.
- The success of LEGO-vement! The library received many positive comments.

## COMMUNICATIONS:

The Communication folder consisted of the following:

- A pamphlet entitled "The State of Illinois School Libraries – Every Student Succeeds with Licensed Librarians," provided by AISLE - Association of Illinois School Library Educators.
- A newspaper article entitled "Lake Villa Library Announces Petition Deadlines," published in the *Lake County Journal*.

UNFINISHED  
BUSINESS:

None.

## NEW BUSINESS:

Accept Fiscal Year 2023-2024 Annual Financial Report and Audit (Action)

TRUSTEE SMITH MOVED TO ACCEPT FISCAL YEAR 2023-2024 ANNUAL FINANCIAL REPORT AND AUDIT AS PRESENTED. TRUSTEE GASS SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-6: BEVERLEY, DUROT, GASS, SCHRECK, SMITH, AND SWAN; NAYS-0; ABSENT-1: VILLARREAL. The board commended administrative staff for their efforts in assisting with the audit process and the successful completion of the annual financial report.

Approve Revised Personnel Policy Manual (Action)

TRUSTEE DUROT MOVED TO APPROVE THE REVISED PERSONNEL POLICY MANUAL AS PRESENTED AND DISCUSSED AT THE NOVEMBER 11, 2024 COMMITTEE MEETING. TRUSTEE GASS SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: VILLARREAL.

Approve Revised Resolution 24-101 – Anti-Harassment and Anti-Discrimination Policy (Action)

TRUSTEE SMITH MOVED TO APPROVE THE REVISED RESOLUTION 24-101 ANTI-HARASSMENT AND ANTI-DISCRIMINATION POLICY AS PRESENTED AND DISCUSSED AT THE NOVEMBER 11, 2024 COMMITTEE MEETING. TRUSTEE BEVERLEY SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: VILLARREAL.

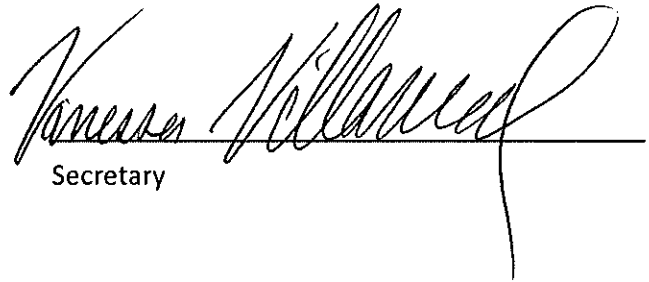
Approve Revised Whistleblower Policy (Action)

TRUSTEE GASS MOVED TO APPROVE THE REVISED WHISTLEBLOWER POLICY AS PRESENTED AND DISCUSSED AT THE NOVEMBER 11, 2024 COMMITTEE MEETING. TRUSTEE BEVERLEY SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: VILLARREAL.

PUBLIC COMMENTS: None.

ADJOURNMENT: There being no further business, at 6:41 PM, TRUSTEE DUROT MOVED AND TRUSTEE SWAN SECONDED THAT THE MEETING BE ADJOURNED. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: VILLARREAL.

The next regular Board Meeting is scheduled for 6:00 PM, January 13th, 2025.



Secretary