

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

**Date:** December 9, 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:** 6:41 PM

**Public Comments:** None

**Minutes:** Open Hours Discussion – The board resumed the discussion from the November committee meeting regarding the proposal to extend Sunday hours from 1-5 PM to 12-5 PM. The board reviewed survey data, discussed the potential implementation timeline, and additional staff considerations and program data provided by Director Jacobsen. A motion to approve the extension of Sunday operating hours and to establish an implementation timeline will be included on the January board meeting agenda.

2025 Calendar/Timetable - Director Jacobsen provided the board with the 2025 calendar/timetable document. The document outlines important dates and scheduled activities for the upcoming year.

Closed Session Minutes – Director Jacobsen explained that the board is required to review closed session minutes in June and December in order to determine if any can be released. At this time, there are no closed sessions minutes for the board to review.

**Public Comments:** None

**Adjourned:** 7:15 PM

**Motions:** **Approval to Extend Sunday Operating Hours from 1:00-5:00 pm to 12:00-5:00 and establish an implementation timeline**

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

**Date:** December 9, 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:** 7:16 PM

**Public Comments:** None

**Minutes:** Outdoor Improvements Phase II Update – Dave Frigo of Hitchcock Design Group provided Trustee Smith, Trustee Swan, and Facility Manager Knodel the presentation on Phase II design at 50% completion since they were unable to attend the special meeting on Monday, November 25.

**Public Comments:** None

**Adjourned:** 7:17 PM

**Motions:**

Lake Villa District Library  
Board of Trustees  
Executive Committee  
**Meeting Minutes**

**Date:** December 9, 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:** 7:17 PM

**Public Comments:** None

**Minutes:** Electronic Participation in Board Meetings – the board reviewed and discussed the the proposed revisions to the Bylaws of the Board of Trustees Policy. These revisions address the inclusion of electronic/remote participation in board meetings. Following discussion, the board reached a consensus on the following guidelines:

- Remote participation by a board member will be limited to three meetings per year.
- Remote participation will not be permitted during closed session meetings.
- Advance notice must be provided to the Library Director to ensure sufficient time for necessary arrangements.

The revised policy will be presented for approval at the January board meeting.

**Public Comments:** None

**Adjourned:** 7:30 PM

**Motions:** **Approve Revised Bylaws of the Board of Trustees Policy**

Lake Villa District Library  
Board of Trustees  
Foundation Committee  
**Meeting Minutes**

**Date:** December 9, 2024

**Attendance:**

**Present:** Trustees Beverley, Durot, Gass, Schreck, Smith, and Swan  
**Absent:** 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 November 2024. Director Jacobsen also reported that we have started receiving sponsorships for the Grapes & Growlers Foundation event that is scheduled to be held on Friday, February 21, 2025.

**Public Comments:** None

**Adjourned:** 7:32 PM

**Motions:**

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

**Date:** December 9, 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:** 7:32 PM

**Public Comments:** None

**Minutes:** Library Director Evaluation Committee Appointments and Self-Evaluation - Director Jacobsen distributed his 2025 annual self-evaluation, which he redesigned to include responses to each of the 61 performance evaluation questions. This approach aims to provide board members with more comprehensive information to better inform their evaluation of the Director's performance.

Director Jacobsen will provide the link to the evaluation survey for board members to complete between January 6th-17th. Trustees Gass and Swan volunteered to oversee the process, compile the completed survey results, and meet with Director Jacobsen to conduct a performance review discussion. The final performance review with the entire board is scheduled for the February meeting.

President Schreck provided an overview of the Legislative Meet-up Breakfast that he and Director Jacobsen recently attended.

**Public Comments:** None

**Adjourned:** 7:49 PM

**Motions:**