

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

Date: February 10, 2025

Director's Report: (Director Jacobsen)

Attendance:

Present: Trustees Beverley, Gass, Schreck, and Swan

Absent: Trustees Durot, Smith, and Villarreal

Ex Officio: Jacobsen

Also Present: Binkley

Guests: None

Convened: 8:01 PM

Public Comments: None

Minutes: Strategic Plan FY27-29 – First Discussion – Director Jacobsen provided several potential scenarios for board consideration and asked for the board's guidance to determine the best path forward. The consensus of the board was to continue with the current plan structure and plan to conduct a community-wide survey in January or February of 2026 to determine if adjustments to the plan may be needed. The current strategic plan still presents many opportunities for growth and development.

Public Comments: None

Adjourned: 8:07 PM

Motions:

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

Date: February 10, 2025

Audit & Finance Committee: (Chairman - Trustee Smith)

Attendance:

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

Convened: 8:07 PM

Public Comments: None

Minutes: Schwab Investment Statements – Director Jacobsen provided the quarterly investment statements for review.

Fiscal Accountability Policy review – Director Jacobsen informed the board that he and Trustee Smith reviewed the policy. No revisions are needed at this time.

Public Comments: None

Adjourned: 8:09 PM

Motions:

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

Date: February 10, 2025

Building & Grounds Committee: (Chairman – Trustee Durot)

Attendance:

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

Convened: 8:09 PM

Public Comments: None

Minutes: Outdoor Improvements Phase II Update – Director Jacobsen reported that the bid document is currently under review by the library’s attorney.

Trustee Swan opened a discussion on the possibility of separating the bid into individual segments rather than a single overall project bid to explore potential cost savings. The board engaged in a lengthy discussion and expressed concerns about shifting from a general contractor delivery method to a construction manager delivery method at this stage of the project. Director Jacobsen noted that he consulted with owner’s representative Dan Eallonardo and Hitchcock Design Group representative Dave Frigo, both of whom advised that using a general contractor remains the best approach. Director Jacobsen also offered to request Hitchcock Design Group to obtain additional cost estimates for the hobbit hole design.

Automatic Door Operators – the discussion was postponed and will be added to the March committee meeting agenda.

Public Comments: None

Adjourned: 8:51 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: February 10, 2025

Executive Committee: (Chairman – President Schreck)

Attendance:

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

Convened: 8:51 PM

Public Comments: None

Minutes: Identity Protection Policy review – no suggested revisions were made to the policy.

Donation Box Policy review – a minor revision was made to the policy, which does not require board approval.

Library Lobby Table Policy review – the review and discussion of this policy was postponed and will be added to the March committee meeting agenda.

Public Comments: None

Adjourned: 8:54 PM

Motions:

Lake Villa District Library
Board of Trustees
Foundation Committee
Meeting Minutes

Date: February 10, 2025

Attendance:

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

Convened: 8:54 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 January 2025.

Director Jacobsen reminded the board of the Grapes & Growlers Event on Friday, February 21st.

Public Comments: None

Adjourned: 8:55 PM

Motions:

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

Date: February 10, 2025

**Executive
Committee:** (Chairman – President Schreck)

Attendance:

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

Convened: 8:55 PM

Public Comments: None

Minutes: Director evaluation tool discussion – the discussion was postponed and will be added to the March committee meeting agenda.

Public Comments: None

Adjourned: 9:01 PM

Motions: