

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 13th day of January 2025, by President Schreck.

ROLL CALL: Secretary Villarreal called roll. The following Trustees answered present: Jennifer Durot, Nate Gass, Paul Schreck, Jarrod Smith, David Swan, and Vanessa Villarreal. Absent: Joel Beverley. Also present: Director Mikael Jacobsen and Administrative Services Manager Julie Binkley. Guests: Hitchcock Design Group - Dave Frigo and Nick Arriaga, Studio GC – Darren Schretter, Hey and Associates – Dave Kraft, and Independent Construction Services – Dan Eallonardo.

APPROVAL OF AGENDA: TRUSTEE VILLARREAL MOVED TO APPROVE THE AGENDA AS PRESENTED. TRUSTEE GASS SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-0; ABSENT-1: BEVERLEY.

PUBLIC COMMENTS: None.
Trustee Beverley arrived at 6:05 pm.

PHASE II OUTDOOR IMPROVEMENTS PRESENTATION: Dave Frigo of Hitchcock Design Group provided the 90% completion presentation of Phase II of the Outdoor Improvements Plan including: current site plan, design updates, cost opinion update, and tentative schedule. The board discussed design options relating to various aspects of the plan and possible alternatives that should be considered. After much discussion, it was recommended that a motion be made specifically relating to the Hobbit Hole design options to determine the desired plan.

TRUSTEE DUROT MOVED TO PROCEED WITH SELECTING THE GFRC OPTION FOR THE HOBBIT HOLE DESIGN. TRUSTEE VILLARREAL SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-6; NAYS-1; ABSENT:0.

APPROVAL OF MINUTES:

- i. December 9, 2024 Board Meeting Minutes
- ii. December 9, 2024 Building & Grounds, Executive, Foundation and President’s Report Meeting Minutes

CONSENT AGENDA ITEMS: PRESIDENT SCHRECK PRESENTED THE CONSENT AGENDA ITEMS AND THE BOARD ADOPTED THE ITEMS.

TREASURER’S REPORT: Account balances as of December 31, 2024 were as follows: Old National Bank Account=\$515,065.41; Schwab Investment Account=\$12,488,199.12; Schwab Short Term Account=\$3,057,591.86. Property taxes in the amount of \$50,558.27; replacement property taxes in the amount of \$1,156.34; and Village of Lake Villa Park Ave. TIF in the amount of \$913.16 were received in the month of December.

TRANSFER: A TRANSFER OF \$385,000 FROM THE SCHWAB ACCOUNTS TO THE OLD NATIONAL BANK ACCOUNT TO COVER SALARIES FOR DECEMBER AND DISBURSEMENTS FOR JANUARY.

APPROVAL OF
CONSENT AGENDA
ITEMS:

TRUSTEE VILLARREAL MOVED TO APPROVE THE CONSENT AGENDA ITEMS AS PRESENTED. TRUSTEE BEVERLEY SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: BEVERLEY, DUROT, GASS, SCHRECK, SMITH, SWAN, AND VILLARREAL; NAYS-0; ABSENT-0.

Director’s Report

Director Jacobsen highlighted the following from his report:

- A review and analysis of library statistics for 2024 including: library visits, circulation, meeting and study room usage, program attendance, computer and WIFI usage, and other services.

COMMUNICATIONS:

The Communication folder consisted of the following:

- An article entitled “Award-Wining Author to Launch Book at Lake Villa Library Event,” published in the *Lake County Journal*.
- A library flier promoting a new library resource *Udemy*, which offers on-demand video courses.
- An email exchange with a library patron regarding the use of meeting room space.

UNFINISHED
BUSINESS:

None.

NEW BUSINESS:

Phase II Outdoor Project – Initiate and Oversee Formal Bid Process (Action)

TRUSTEE DUROT MOVED TO AUTHORIZE LIBRARY STAFF TO TAKE ALL NECESSARY STEPS TO INITIATE AND OVERSEE THE FORMAL BID PROCESS FOR PHASE II OF THE OUTDOOR IMPROVEMENTS PROJECT. TRUSTEE VILLARREAL SECONDED THE MOTION. UPON BEING PUT TO A ROLL CALL VOTE, THE MOTION CARRIED. AYES-7: BEVERLEY, DUROT, GASS, SCHRECK, SMITH, SWAN, AND VILLARREAL; NAYS-0; ABSENT-0.

Approve Extension of Sunday Hours (Action)

TRUSTEE GASS MOVED TO APPROVE THE LIBRARY’S SUNDAY HOURS OF OPERATION TO BE EXTENDED TO 12:00 PM – 5:00 PM EFFECTIVE SEPTEMBER 1, 2025. TRUSTEE BEVERLEY SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-4; NAYS-3; ABSENT-0.

Approve Revised Bylaws of the Board of Trustees Policy (Action)

TRUSTEE DUROT MOVED TO APPROVE THE REVISED BYLAWS OF THE BOARD OF TRUSTEES POLICY TO INCLUDE THE OPTION FOR REMOTE PARTICIPATION DURING BOARD MEETINGS AS PRESENTED AND DISCUSSED AT THE DECEMBER 9, 2024 COMMITTEE MEETING. TRUSTEE VILLARREAL SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-7; NAYS-0; ABSENT-0.

Approve Adjustment to the Board Meeting Schedule (Action)

TRUSTEE GASS MOVED TO APPROVE ADJUSTING THE BOARD MEETING SCHEDULE BY RESCHEDULING THE MAY 12, 2025 MEETING TO MAY 19, 2025. TRUSTEE VILLARREAL SECONDED THE MOTION. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-7; NAYS-0; ABSENT-0.

PUBLIC COMMENTS: None.

ADJOURNMENT: There being no further business, at 8:44 PM, TRUSTEE DUROT MOVED AND TRUSTEE VILLARREAL SECONDED THAT THE MEETING BE ADJOURNED. UPON BEING PUT TO A VOTE, THE MOTION CARRIED. AYES-7; NAYS-0; ABSENT-0.

The next regular Board Meeting is scheduled for 6:00 PM, February 10th, 2025.



Secretary