

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

Date: January 13, 2025

Director's Report: (Director Jacobsen)

Attendance:

Present: Trustees Beverley, Durot, Gass, Schreck, Smith, Swan, and Villarreal

Absent: None

Ex Officio: Jacobsen

Also Present: Binkley

Guests: None

Convened: 8:45 PM

Public Comments: None

Minutes: 6-Month Review of Report on the Library's Strategic Plan Activities – The board expressed their appreciation to library staff for their ongoing efforts with the advancements made on the activities. Director Jacobsen reported that a final report will be provided to the board at the July board meeting.

Strategic Plan FY27-29 – First Discussion – The discussion was postponed and will be added to the agenda of a future meeting.

Public Comments: None

Adjourned: 8:46 PM

Motions:

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

Date: January 13, 2025

Audit & Finance Committee: (Chairman - Trustee Smith)

Attendance:

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

Convened: 8:46 PM

Public Comments: None

Minutes: Director Jacobsen provided the board with a 6-month review of the library's working budget expenditures for FY 2025.

Public Comments: None

Adjourned: 8:47 PM

Motions:

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

Date: January 13, 2025

Building & Grounds Committee: (Chairman – Trustee Durot)

Attendance:

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

Convened: 8:47 PM

Public Comments: None

Minutes: Director Jacobsen reported that Library Furniture International (LFI) recently provided the mock-up drawings for the redesigned play area in Youth Services and he will share them with the board.

Public Comments: None

Adjourned: 8:48 PM

Motions:

Lake Villa District Library
Board of Trustees
Executive Committee
Meeting Minutes

Date: January 13, 2025

Executive Committee: (Chairman – President Schreck)

Attendance:

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

Convened: 8:48 PM

Public Comments: None

Minutes: Staff Reimbursement Policy Clarification – Director Jacobsen explained a revision made to the Personnel Policy Manual (PPM) regarding employee purchases that include sales tax. Staff are strongly encouraged to make purchases through the business office to ensure items are tax-exempt. For non-emergency purchases made directly by staff, the library will not reimburse the sales tax portion.

This practice is standard among public libraries but it is not currently documented in the library’s reimbursement policy. While it has not been challenged, we believe formalizing it in the PPM would be a best practice.

Public Comments: None

Adjourned: 8:51 PM

Motions:

Lake Villa District Library
Board of Trustees
Foundation Committee
Meeting Minutes

Date: January 13, 2025

Attendance:

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

Convened: 8:51 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 December 2024.

Public Comments: None

Adjourned: 8:52 PM

Motions:

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

Date: January 13, 2025

Executive Committee: (Chairman – President Schreck)

Attendance:

Present: Trustees Beverley, Durot, Gass, Schreck, Smith, Swan, and Villarreal

Absent: None

Ex Officio: Jacobsen

Also Present: Binkley

Guests: None

Convened: 8:52 PM

Public Comments: None

Minutes: President Schreck reminded the board to complete the Director evaluation survey by Friday, January 17th. The results of the survey will be compiled and shared with Trustees Gass and Swan. They will schedule a meeting with Director Jacobsen to discuss the evaluation prior to the February 10th board meeting.

Public Comments: None

Adjourned: 8:53 PM

Motions: