

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

Date: March 10, 2025

Director's Report: (Director Jacobsen)

Attendance:

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

Convened: 6:19 PM

Public Comments: None

Minutes: Asked and Answered – Director Jacobsen shared the most recent edition of the *Asked and Answered* column. He explained that each month he compiles the comments and questions received from patrons via the comment cards and webforms and shares the column with staff via the HUB (the staff intranet). The hope is that through seeing the replies to these suggestions/comments staff will gain knowledge that will help us all better assist patrons. This initiative began in 2021 when using Comment Cards as a staff education tool was identified as a strategic activity.

Staff Presentation - Director Jacobsen mentioned that Kelly Ewalt, Adult Services Collection Development Librarian, and Elisa Gueffier, Head of Youth Services, will present at the April board meeting about Collection Development practices.

Public Comments: None

Adjourned: 6:23 PM

Motions:

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

Date: March 10, 2025

Audit & Finance Committee: (Chairman - Trustee Smith)

Attendance:

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

Convened: 6:24 PM

Public Comments: None

Minutes: Fiscal Year 2026 Working Budget – Director Jacobsen reported that he is currently preparing the working budget document and the explanatory memo that accompanies the document. A special A&F committee meeting is scheduled for April 28th to present and discuss the draft of the working budget for fiscal year 2026.

Public Comments: None

Adjourned: 6:27 PM

Motions:

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

Date: March 10, 2025

Building & Grounds Committee: (Chairman – Trustee Durot)

Attendance:

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

Convened: 6:27 PM

Public Comments: None

Minutes: Outdoor Improvements Phase II Update – Director Jacobsen reported that Phase II went out to the formal bid process on February 24th. A pre-bid meeting was held on March 4th. Final bids are due to be submitted by Friday, March 21, no later than 10 am. Director Jacobsen also mentioned that other table options are being considered, which may be more ADA compliant.

Automatic Door Operators – Director Jacobsen explained that some staff and patrons face challenges navigating the bathroom doors for various reasons such as needing a walking aid, a wheelchair, or have limited arm strength or mobility. Although the current doors meet ADA compliance standards, accessibility improvements could be made by installing push-button access for the six main bathrooms.

Director Jacobsen asked for the board guidance on whether to include these improvements in next year's special reserve budget. The consensus of the board was for Director Jacobsen to proceed with budgeting for this improvement, to seek quotes, and to also research grant funding that may be available.

Imaginative Play Area – the improvements to the Imaginative Play Area in Youth Services have been completed. Both staff and patrons are excited about the updates made to the space which features an outdoor market setup, register, and other items designed to inspire creative play.

Public Comments: None

Adjourned: 6:46 PM

Motions:

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

Date: March 10, 2025

Executive Committee: (Chairman – President Schreck)

Attendance:

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

Absent: Trustees Durot and Villarreal

Ex Officio: Jacobsen

Also Present: Binkley

Guests: None

Convened: 6:46 PM

Public Comments: None

Minutes: Lobby Table Policy review – the board reviewed and discussed suggested revisions made to the policy. Approval of the revised policy will be on the April board meeting agenda.

Lost and Found Policy – no revisions were made to the policy.

Merchandise Sale Policy – no revisions were made to the policy.

Programming Policy – the board reviewed a suggested revision made to the policy. Approval of the revised policy will be on the April board meeting.

Public Comments: None

Adjourned: 7:02 PM

Motions: Approve Revised Lobby Table Policy
Approve Revised Programming Policy

Lake Villa District Library
Board of Trustees
Foundation Committee
Meeting Minutes

Date: March 10, 2025

Attendance:

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

Convened: 7:02 PM

Public Comments: None

Minutes:

Grapes & Growlers Event – The board discussed the outcomes of the recent event and reviewed the financial report.

Foundation Monthly Financial Reports – The board reviewed the financial report, which included income received, disbursements made, and the account balance for the month of February 2025.

Public Comments: None

Adjourned: 7:10 PM

Motions:

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

Date: March 10, 2025

Executive Committee: (Chairman – President Schreck)

Attendance:

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

Absent: Trustees Durot and Villarreal

Ex Officio: Jacobsen

Also Present: Binkley

Guests: None

Convened: 7:10 PM

Public Comments: None

Minutes: Director evaluation tool discussion – the board discussed the director evaluation tool and process, focusing on improving and streamlining the overall experience. After a thorough discussion, Trustees Gass and Swan were assigned to review the current evaluation tool and propose potential revisions for the board to consider during June committee meeting.

Public Comments: None

Adjourned: 7:31 PM

Motions: