

The Round Lake Area Library is subject to the requirements of the American with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact the library at 546-7060 (Voice) or 546-7064 (TDD/TT) promptly to allow the library to make reasonable accommodation. The library is located at 906 Hart Road in Round Lake, IL

**ROUND LAKE AREA LIBRARY
BOARD OF TRUSTEES
BOARD MEETING
PLANNING MEETING MINUTES
MEETING ROOM
February 13, 2013 – 6:00 p.m.**

All matters on the agenda may be discussed, amended, and acted upon, regardless of placement.

1. **Call to Order:** President Cathy Warner called the meeting to order at 6:00p.m.

2. **Roll Call:**

| | | | |
|---------------------------------------|---|---------------|---|
| Charlie Foy | P | Anne Richmond | P |
| Laura Frye | P | Patty Smart | P |
| Diane Klein | P | Cathy Warner | P |
| Ron Repa | A | | |
| Jim DiDonato, Executive Director | | | P |
| Robbyn Allbee, Administrative Manager | | | A |

3. **Pledge of Allegiance:** All present recited the Pledge of Allegiance.

4. **Approval of Agenda:** Anne Richmond made a motion to approve the agenda as presented. Laura Frye seconded. All Trustees present, Foy, Frye, Klein, Richmond, Smart, and Warner, voted aye. Motion carried.

5. **Public Introductions and Comments:** No public present

6. **Communications:** None

7. **Action Items**

a. Fiscal Year 2013 – 2014 Planning Objectives and Goals:

The Board reviewed a number of suggestions submitted for discussion by Trustees and library managers. No action was made to start any projects, though Trustees directed Jim and staff to start researching pricing and feasibility of implementing the suggestions, listed below, and to report back at a later date for formal review.

o Shelving - Adult Services:

- Move shelves around in a variety of places within the Adult Services department so taller shelves are located where needed while shorter shelves can be moved around where taller shelving is unnecessary.
 - This project also involves rearranging the height of all shelves within each standard in the entire Nonfiction collection. By lowering the height of the lowest shelf and then changing shelf spacing correspondingly, more books will be more accessible to more patrons and will eliminate the need to store books on their side, eliminating extra stress on book spines. The Board directed staff to start this task at their convenience, preferably before the start of next fiscal year.
 - The library will also look into pricing and feasibility of adding Spanish language AV shelving.
- Shelving - Youth Services:
 - The library will look into pricing for additional shelves along the south end of existing shelves in the Youth Nonfiction area.
 - Existing stand-alone shelving near the east end of the Youth Nonfiction section will be moved to allow for more floor space in the middle of the Youth department.
 - Shelving should also be considered for Play-Aways, Play-Away Views, and bagged books.
- Lighting in Adult and Youth Nonfiction: Some “2X2” square light fixtures will be installed in these areas after rearranging shelves, mentioned above, to add much needed light to dark spaces in the library.
- Young Adult / Teen Area: The library will investigate the cost of completely reworking the seating, shelving, and flooring in the Teen area. Staff and a Board Committee will visit other libraries to see what has and has not been successful. Ideas will be presented to a group of teens to see which plan would work best for them. In general, this project will involve removing existing built-in fixtures and furniture, purchasing new seating, and installing new flooring. This will allow staff and patrons a more configurable space for multiple uses, such as study hours, game nights, and general library use at various times. This plan also fits nicely with another goal, listed below, to increase teen and tween use of the library.
- Projector for Activity Room and Computer Classroom: Staff will price out installation of a ceiling mounted projector and manually operated screen in these rooms. The library will consider addition of these items this fiscal year after we conduct a year-end review of the FY 2012-2013 budget.
- Improve Seating:
 - Staff will discuss adding “comfy chairs” and chairs with better padding, along with replacing the old couch in Youth Services by the puppet area.
 - All staff offices will also be assessed for their need of new furniture.
 - Staff will investigate the cost of replacing well-used chairs in the staff lounge.

- Lobby Lighting: The cost of installing surface mounted direct-indirect fluorescent fixtures on the ceiling over the current can light openings to provide more even and gentle illumination and reduce glare will be priced out.
- New Circulation Desk: The library incorporated plans to install a new Circulation Desk in the FY 2012-2013 budget and feels it is important to complete this project this fiscal year as planned. However, the library may include the cost of this desk in the FY 2013-2014 budget if the desk has not been installed by the end of June.
- Acoustics in Stairwell: Staff will look at options for reducing noise created by the bad acoustics in the stairwell. Speakers in the Early Education Center computers at the foot of the stairs will be replaced with headphones. Staff will look into placing sound dampening material in the stairwell, around the EEC area, and in the lobby.
- Computer Classroom Computers: IT staff will research the cost of replacing the 12 laptop computers used in the Computer Classroom. Existing computers are six years old and need replacing. These computers will be used for ongoing computer instruction, teaching GED classes that will soon be offered only on a computer, use in the proposed Lego Lab program, and for use by local Chamber of Commerce members, planned for next year.
- Lego Lab: We will look at allocating money in the budget for the purchase of more Legos and for remote controlled and mechanized Legos to serve an increasing number of requests for these items.
- Restroom Remodel: Staff will price out cost of replacing counters, repainting stalls, replacing damaged mirrors, adding baby changing stations, and removing the mirror directly behind the door in both women's restrooms so no one is hit when the door opens.
- Customer Service: Staff plan to improve patrons' user experience by implementing a few minor changes.
 - Turn off Voicemail System: Have staff answer calls so patrons have a "live" person to talk to when calling the library.
 - Purchasing Barcode Scanners Capable of Reading Library Cards from Smartphone Screens: As smartphone use increases, we expect to see an increase in the number of patrons who store various credit card, discount program cards, and their library card on their phones. The library will investigate the cost of purchasing barcode scanners that can read the phone screens.
 - Patron Photo ID System: Logistics of capturing and displaying patron photos to use for verification when patrons check out materials will be researched.

- Materials budget: The library will prioritize increasing money allocated to materials purchases compared to the amount that has been allocated the past few years.
- Roofing: The library's roof will likely need replacing in 2-5 years. In the meantime, some standard maintenance should be done to address a few current issues.
 - New silver coating on flat roof: We expect library maintenance staff can conduct this work.
 - Putty the flashing around the sky light: We expect library maintenance staff can conduct this work.
 - Tighten up flashing on lower edge of roof, especially on west side of building: This work should be conducted by a professional roofer; someone local should be able to do this very easily.
 - Seal the flashing at the point where the lip from the flat roof meets the shingles on the sloped roof: This work should be conducted by a professional roofer; someone local should be able to do this very easily.
- Security: The library will conduct the following tasks as preventative security measures:
 - Consult with Round Lake Police Department about the current placement and number of security cameras necessary to meet our needs.
 - Provide a live feed from our camera system to the police department / GenCom.
 - Implement procedures for dealing with an active shooter.
 - Install a door between our Technical and Youth Services offices so each office has more than one exit. Install rope ladders and a glass breaker in the Adult Services office since that office only has one exit point.
- Teen and Tween Programming: Staff plan to actively set aside some time and space (see Teen Area Rebuild Project, above) to increase programming for teen and pre-teen patrons. Programs will likely include more game nights and expansion of open gaming night to evenings throughout the week. We are also interested in participating in a teen advisory board made up of volunteer teens to design programs, give feedback, etc.
- Mini Blinds in Computer Classroom: Staff will provide pricing for installation of mini blinds in the Computer Classroom, Tutor Room, and Group Study Room to cut down on ambient light, sunlight from the east wall of windows, and provide some privacy for those using these room. Some windows will remain uncovered to ensure staff have the ability to view activity in these rooms.
- Early Literacy: Our Youth department will look into increasing services for our very youngest of patrons, including moving around some furniture and purchasing some new wooden puzzles with sound.

- Puppets: Our velvety, plush friends have served the youth of our district for many years, and it is now time to retire these well-loved friends. The Youth department will provide pricing to purchase new puppets.
- Volunteer Program: The library plans to brand some new programs to increase participation in our volunteer program. For example, we plan to start an “Adopt-A-Shelf” program, an after school tutoring program for students, a Teen Advisory Board, and to work with the Summer Youth Employment Program, Schuler Program, and Workforce Management program. The library also plans to look at implementing background checks on all volunteers and to implement an electronic sign-in / sign-out system to track volunteer hours, reducing staff time to record volunteer hours.
- Alternate Land Use: It would be nice to see if we can make use of that land rather than letting it lie their unused for the foreseeable future. Would this make a nice walking path, picnic area, or land to partner with the Avon food co-op?
- School District Partnerships: All staff are working up a list of ways we can easily partner with the School District. Suggestions thus far include,
 - One Book – One Community: Coordinate a One Book - One Community program to align with school district reading goals, especially to encourage reading over summer break.
 - Class Assignments: Having a place to view class assignments online would greatly help library staff, parents, and students see what is required for assignments and help library staff prepare materials for the typical last minute rush of students.
 - After School Tutors: The library’s Volunteer Coordinator hopes to find qualified educators willing to volunteer a few hours each week to tutor students at the library. We are tentatively looking at using our Computer Classroom to host this tutoring service.

8. General Good and Welfare

9. Adjournment: President Cathy Warner adjourned the meeting at 7:55 p.m.

Respectfully submitted,

Name: _____ Date: _____
 Jim DiDonato,
 Recording Secretary

Name: _____ Date: _____
 Patty Smart,
 Secretary, Library Board of Trustees