

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 MINUTES  
REGULAR MEETING  
TEEN ZONE  
November 15, 2017 – 6:30 p.m.**

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

**1. Call to Order**

President Anne Richmond called the meeting to order at 6:33 p.m.

**2. Roll Call**

Laura Frye	P	Anne Richmond	P
Debbie Jones	P	Carolina Schottland	6:37 p.m.
Diane Klein	A	Lisa Marie Smith	6:37 p.m.
Kathy Oetker	P - 8:27p.m.		

Jim DiDonato, Executive Director	P
Sandra Lopez, Head of Outreach Services	P
Cheryl Clark, Administrative Assistant	P

**3. Pledge of Allegiance**

All present recited the Pledge of Allegiance.

**4. Approval of Agenda**

At Anne Richmond’s suggestion, Debbie Jones made a motion to move Action Items A through C to the Public Introduction and Comments Section of the meeting, before the presentation by Joe Huberty, Library Architect. Laura Frye seconded. All Trustees present, Frye, Jones, Oetker, Richmond, Schottland, and Smith, voted aye. Motion carried.

**5. Public Introductions and Comments**

The public is invited to provide comments at the beginning of each meeting. Any person or group wishing to speak is requested to sign in prior to the meeting, indicating the issue that they are addressing. The time for comments will be limited to three minutes per person. Please note that the Board will listen to the comments but may not take official action during this meeting. However, a member of the Board may give direction to staff following a presentation.

▪ Joe Huberty, Library Architect		▪ Maggie Rodriguez, Head of Circulation
▪ Beth Kiewicz, Principal of Ellis School, School District 116		▪ Edith Basir, Head of Volunteer Services and Passport Manager
▪ Casey Pierce, Reading Specialist, School District 116		▪ Debbie Allen, Head of Youth Services, and Holly Collie
▪ Susie Abbott, Reading Specialist, School District 116		▪ Eugenia Flores, Adult Services Library Assistant
▪ Officer Terry Kaminski and Canine		

## 6. Action Items A through C

### A. Action on Motion Honoring Officer Terry Kaminski and Canine Star For Service to the Round Lake Area Library:

President Anne Richmond read the resolution honoring Officer Terry Kaminski and Canine Star for service to the Round Lake Area Library. Laura Frye made a motion to adopt the resolution as read. Debbie Jones seconded. All Trustees present, Frye, Jones, Oetker, Richmond, Schottland, and Smith, voted aye. Motion carried.

### B. Action on Motion Honoring Beth Kiewicz, Susie Abbott, Casey Pierce, and Sarah Swanson for Initiating 2017 Summer Reading Competition with Round Lake Area School District 116 and Round Lake Area Library:

President Anne Richmond thanked Beth Kiewicz, Susie Abbott, and Casey Pierce for coming and read the resolution honoring Beth Kiewicz, Susie Abbott, Casey Pierce, and Sarah Swanson for initiating 2017 Summer Reading Competition with Round Lake Area School District 116 and Round Lake Area Library. Kathy Oetker made a motion to adopt the resolution as read. Debbie Jones seconded. All Trustees present, Frye, Jones, Oetker, Richmond, Schottland, and Smith, voted aye. Motion carried.

### C. Action on Motion Thanking Mae Backovitch for Recent Donation:

President Anne Richmond said a few words about meeting Mae Backovich at the recent 45<sup>th</sup> Anniversary Celebration and read the resolution thanking Mae for her donation to the Round Lake Area Library. Lisa Marie Smith made a motion to adopt the resolution as read. Laura Frye seconded. All Trustees present, Frye, Jones, Oetker, Richmond, Schottland, and Smith, voted aye. Motion carried.

## 7. Presentation by Library Architect Joe Huberty

Joe Huberty presented his research on possible sites for a library building in the Round Lake Area Library District. He explained the factors involved in selecting sites to examine, including demographics, geography, traditional pathways through the district, size and shape of the land. He noted that although it is not true of all districts, a central location seems to be ideal for our district.

Asked about wetlands as a factor, Huberty explained that all wetlands could technically be built upon with the proper mitigation measures, but that none of the sites we are considering had the most stringent building regulations. All should be buildable without requiring severe measures.

In order to develop an objective picture, he applied a scoring system that assigned a number to each of the key factors such as size, future control of the site, geometry, height, efficiency of the potential building, proximity to the district center and major roadways, and use of adjacent properties. These raw scores were multiplied by a number indicating the importance of each factor. He presented a chart showing the total scores and ranking the 19 examined sites on the resulting 720 point scale, and he directed Trustees to explore the supporting information offered in the Board Packet for more detail. When asked if ownership of the land or cost were considered in the ranking, he explained that it would be best to narrow our options before examining the cost of land. Price comparisons involve having a real estate agent make inquiries on the Library's behalf, and it would be a time consuming and expensive process to do for all 19 possible sites. He suggested limiting the options to about six first.

A discussion on narrowing the options followed. Huberty noted that partnerships on land acquisition or development could be key to successful funding of any project. The Village of Round Lake has told us that recent projects in the Hart Road triangle have made that area dry enough to build, but Huberty cautions that we would want to verify that if we choose to pursue that site. He suggests talking to the Village about both the Hart Road triangle and the nearby Aylon parcels. Considering what they have in mind could build political goodwill that would help our plans. He also noted that since we are under some time pressure to make a decision, it would be helpful to know what will be done about the Cedar Lake Road realignment as soon as possible.

Regarding our current site, there is no known contract saying we must return it to the original state if we leave. Therefore, some Trustees thought it would be a good idea to inform the Park District of the repairs that the building will soon need and an estimated cost. This might help them make decisions in future discussions about land use.

The Board discussed the merits of the various sites, learning why some sites that appeared appealing ranked lower than expected and ultimately focusing on those in the "A" range of the rankings. After some discussion, Anne summarized the choices to analyze with the added financial aspect as the following:

- North of Aylon 0629100061 Round Lake (Rank 1, score 642)
- South of Aylon 0629100088 Round Lake (Rank 2, score 642)
- Existing Library Site- replacing the current building (Rank 3, score 623)
- Hart Road Triangle 0629100069, 0629100004 Round Lake (Rank 4, score 619)
- Panther Drive 0620300028 Round Lake (Rank 6, score 610)
- Fairfield Sports Complex 0618411030 Round Lake Beach (Rank 13, score 560) only if the land is offered for free.

Notably, the Rank 5 property, Rollins Crossing Shopping Center, was dismissed because of the condition of the building, and estimated costs of land acquisition and utilities.

Anne Richmond, Lisa Marie Smith, and Jim DiDonato will meet with representatives from Lake County to discuss the Cedar Lake Road realignment. Joe Huberty suggests being prepared with our preferred scenario when speaking to them so they know where we stand on the subject. Anne, Lisa Marie, and Jim will also try to arrange meetings with the Village of Round Lake and the Park District before the December Board Meeting. It is advisable that we have project timing decisions made by January so that decisions about upcoming building repairs can be made with more insight.

Trustees briefly discussed the challenges of a referendum and thanked Joe Huberty for his report.

## 8. **Approval of Minutes**

### A. Board Meeting Minutes for October 25, 2017:

Lisa Marie Smith made a motion to approve the Board Meeting Minutes for October 25, 2017 as presented. Carolina Schottland seconded. The following Trustees: Jones, Oetker, Richmond, Schottland, and Smith, voted aye. Trustee Frye abstained. Motion carried.

## 9. Financial Business

### A. Bookkeeping Report

### B. Vendor's List - Warrant # 725

Laura Frye made a motion to approve Warrant #725. Carolina Schottland seconded. On a roll call vote, all Trustees present, Frye, Jones, Oetker, Richmond, Schottland, and Smith, voted aye. Motion carried.

### C. Investment Rates:

	Illinois Funds	State Bank of the Lakes
August	1.007%	.20%
September	1.048%	.20%
October	1.069%	

## 10. Communications:

- A. Anne Richmond presented a book, "She Persisted" by Chelsea Clinton, that was donated to the library by The Lake County Democratic and Independent Women organization.
- B. The Board was presented an invitation to the Early Education Center's Community Partner Appreciation and Breakfast event on December 1.
- C. Outreach Services Report – Sandra Lopez reported on the changes to the Round Lake Area Public Library website at [www.rlalibrary.org](http://www.rlalibrary.org). She described the process of gathering input from department heads and the community. With this information, the site was redesigned to be simpler and more accessible. She noted the help that Eugenia Flores provided with the technical side of building the new site. Trustees thanked Sandra for her report and for the work on improving the website.

## 11. Library Director's Report

Jim presented the report as written. Anne asked a question clarifying attendees at the meeting detailed in Jim's report. Lisa Marie Smith added that RAILS will be offering some good webinars that might help fulfill requirements for the Per Capita Grant.

## 12. Action Items D through H

### D. Action on Ordinance 11-15-2017-TLO, Tax Levy Ordinance – AN ORDINANCE PROVIDING FOR LEVYING AND ASSESSING TAXES OF ROUND LAKE AREA PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS, FOR 2017 TAX LEVY (THE FISCAL YEAR BEGINNING JULY 1, 2017, AND ENDING JUNE 30, 2018):

Debbie Jones made a motion to approve Ordinance 11-15-2017-TLO, Tax Levy Ordinance. Lisa Marie Smith seconded. On a roll call vote, all Trustees present, Frye, Jones, Richmond, Schottland, and Smith, voted aye. Motion carried.

### E. Action on 3D Printing Policy – Second Reading:

Lisa Marie Smith made a motion to approve the 3D Printing Policy as written. Carolina Schottland seconded. All Trustees present, Frye, Jones, Richmond, Schottland, and Smith, voted aye. Motion carried.

### F. Action on Maker Space Use Policy – Second Reading:

Laura Frye made a motion to approve the Maker Space Use Policy as written. Debbie Jones seconded. All Trustees present, Frye, Jones, Richmond, Schottland, and Smith, voted aye. Motion carried.

### G. Action on Scheduling Special Meeting - Site Selection Subcommittee:

Action on scheduling a Special Meeting for the Site Selection Subcommittee was tabled until the Regular Board Meeting on December 13, 2017.

H. Action on Purchasing Staff Holiday Gift Cards:

Laura Frye made a motion to purchase staff holiday gift cards in the amount of \$100 for each employee, using credit card points to offset the cost. Lisa Marie Smith seconded. After a brief discussion, on a roll call vote, all Trustees present, Frye, Jones, Richmond, Schottland, and Smith, voted aye. Motion carried.

**13. Director's Question**

Director Jim DiDonato sought Board input on what to do with the aging sign along Hart Rd. He briefly described the options laid out in his Director's Report and asked their opinion of the idea of replacing the changing sign with a permanent advertisement of Passport Services. After some discussion, Trustees came to the conclusion that the sign is best used to promote programs, with a priority on those we have spent significant money to produce. They suggested one line of the sign could be used as a static advertisement for Passport Services or for our website, but concluded that they did not want to see the promotion of upcoming programs to be eliminated.

**14. Executive Session:** None

**15. General Good and Welfare**

**16. Adjournment**

Laura Frye made a motion to adjourn the meeting at 9:08 p.m. Debbie Jones seconded. All Trustees present, Frye, Jones, Richmond, Schottland, and Smith, voted aye. Motion carried. President Anne Richmond adjourned the meeting at 9:08 p.m.

Respectfully submitted,

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Cheryl Clark, Recording Secretary

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Kathy Oetker,  
Secretary, Library Board of Trustees