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**ROUND LAKE AREA LIBRARY  
BOARD OF TRUSTEES  
BOARD MEETING AGENDA  
REGULAR MEETING, VIRTUAL  
~~MEETING ROOM~~  
ZOOM VIRTUAL MEETING MINUTES  
April 22, 2020 – 6:30 p.m.**

Join Zoom meeting at <https://zoom.us/j/94877630957?pwd=dW55azkvbHhFMzdWTVNnQk9QclINDz09>

Meeting ID: 948 7763 0957

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Meeting ID: 948 7763 0957

Find your local number: <https://zoom.us/j/94877630957>

ANYONE WISHING EXTRA ASSISTANCE ATTENDING THIS VIRTUAL MEETING SHOULD CONTACT THE LIBRARY AT LEAST 24 HOURS BEFORE THE MEETING

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 6:30 p.m.

**2. Roll Call**

- |                                       |   |                     |   |
|---------------------------------------|---|---------------------|---|
| Sarah Duby                            | P | Anne Richmond       | P |
| Laura Frye                            | P | Carolina Schottland | P |
| Diane Klein                           | P | Lisa Marie Smith    | P |
| Kathy Oetker                          | P |                     |   |
| Jim DiDonato, Executive Director      | P |                     |   |
| Marina Stevens, Assistant Director    | P |                     |   |
| Robbyn Allbee, Administrative Manager | P |                     |   |

**3. Pledge of Allegiance**

All present recited the Pledge of Allegiance

**4. Approval of Agenda**

Diane Klein made a motion to approve the agenda as presented, Carolina Schottland seconded. All Trustees present, Duby, Frye, Klein, 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.

Edith Basir, Volunteer Coordinator; Aleece Michalak, Youth Services Librarian; Julie Bachinger, Library Assistant; Jian Rao, Circulation Clerk; Tana Visser, Technical Services Associate; Maggie Rodriguez, Head of Circulation; Jerry Dietz, Library Attorney; Ana Ramirez, Circulation Clerk; Sean Gilmartin, Head of Youth Services; Denise Zajkowski, Youth Services Assistant; Maria Arias, Circulation Clerk.

**6. Approval of Minutes**

A. Minutes of Regular Board Meeting for April 1, 2020 (Rescheduled from March 25, 2020)

Sarah Duby made a motion to approve the Minutes of Regular Board Meeting for April 1, 2020, Laura Frye seconded. The following Trustees, Duby, Frye, Oetker, Richmond, Schottland, and Smith), voted aye, Trustee Klein abstained. Motion carried.

**7. Financial Business**

A. Bookkeeping Report

B. Vendor's List - Warrant #754

Laura Frye made a motion to approve warrant #754, Carolina Schottland seconded. On a roll call vote, all Trustees present, Duby, Frye, Klein, Oetker, Richmond, Schottland, and Smith), voted aye. Motion carried.

**8. Communications**

**9. Library Director's Report**

- Sarah Duby suggested the library host a Fireside Chat type event on Zoom with local leaders and other officials.
- Carolina Schottland informed Trustees about United Way's LCCF Grant.
- Lisa Marie Smith requested information on cleaning before reopening.
- Trustees discussed rescheduling the Annual Planning Meeting from Many17<sup>th</sup>, as there likely won't be enough direction from health and government officials about returning to normal work after the Coronavirus Pandemic to warrant holding a planning meeting when plans will likely be altered in the near future. Most trustees indicated they are available the morning of June 14<sup>th</sup>; Jim will poll trustees in preparation for the May 27<sup>th</sup> board meeting.

**10. Action Items**

A. Discussion and Possible Action on Selection of Auditor

Carolina Schottland made a motion to accept Lauterbach and Amen's proposal to conduct the library's financial audit, Kathy Oetker seconded. On a roll call vote, all Trustees present, Duby, Frye, Klein, Oetker, Richmond, Schottland, and Smith, voted aye. motion carried.

**11. Executive Session: None**

**12. General Good and Welfare**

**13. Adjournment**

President Anne Richmond adjourned the meeting at 7:35 p.m.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Robbyn Allbee, Recording Secretary

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