

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  
REGULAR BOARD MEETING MINUTES  
MEETING ROOM  
October 27, 2021 – 6:30 p.m.**

Anyone interested in remotely attending this 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.

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**1. Call to Order**

President Anne Richmond called the meeting to order at 6:40 p.m. Due to issues associated with the COVID pandemic Laura Frye was approved to attend virtually.

**2. Roll Call**

Bryan Beyersdorf	A	Kathy Oetker	P, 6:45
Sarah DUBY	P	Anne Richmond	P
Melanie Francisco	P	Carolina Schottland	P
Laura Frye	P, via Zoom		

Jim DiDonato, Executive Director	P
Marina Stevens, Assistant Director	P, via Zoom
Robbyn Allbee, Administrative Manager	P

**3. Pledge of Allegiance**

All present recited the Pledge of Allegiance

**4. Approval of Agenda**

Sarah DUBY made a motion to approve the agenda as presented, Melanie Francisco seconded. All Trustees present, (DUBY, Francisco, Frye, Richmond and Schottland), 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, Architect with Engberg-Anderson (virtual)
- Jerry Dietz, Library Attorney (virtual)
- Karen Sircher, Circulation Clerk (virtual)

**6. Consent Agenda**

**Approval of Minutes**

- A. Budget and Appropriations Hearing Minutes - September 22, 2021
- B. Regular Board Minutes - September 22, 2021
- C. Special Meeting Minutes, Personnel - September 26, 2021
- D. Planning Meeting Minutes - September 26, 2021

Melanie Francisco made a motion to approve the Consent Agenda as presented, Sarah DUBY seconded. All Trustees present, (DUBY, Francisco, Frye, Richmond and Schottland), voted aye. Motion carried.

**7. Financial Business**

- A. Bookkeeping Report
- B. Vendor's List - Warrant # 772

Laura Frye made a motion to approve Warrant #772, Carolina Schottland seconded. On a Roll Call vote, all Trustees present, (DUBY, Francisco, Frye, Richmond and Schottland), voted aye. Motion carried.

**8. Presentation:** Illinois Library Association Annual Conference, Melanie Francisco

Melanie Francisco stated she enjoyed the conference, learned quite a bit, and has included a presentation packet for trustees to review.

9. **Presentation:** Feasibility / Capital Reserves Study Update, Joe Huberty, Engberg-Anderson  
 Joe provided an overview of the scope of work to be completed in the proposed Feasibility Study. The roof was replaced in 2018 and is expected to last 20 – 30 years. Storm Water management was not included in the survey due to the high cost. A timeline for replacement of major systems, such as the HVAC and Sprinkler system will be included in the study. Energy modeling, sustainability options, and break-even points are not included in this proposal.
10. **Department Report:** Community Engagement, Sandra Lopez  
 Sandra Lopez discussed the very successful Erika Sanchez author program. Sandra noted she received a comment from a student who asked her mother to read the book so her mom would better understand what she had been going through. As a direct result of the interaction, the library partnered with School District 116 and Advocate Health to begin a program of Mental Health Awareness.
- Sandra also informed trustees that the library has been nominated for the National Medal for Museum and Library Service award. Thanks goes out to Congressman Brad Schneider for nominating us.
11. **Communications**
- Jim presented the board a very complimentary letter from a patron thanking staff for outstanding service.
  - Trustees were also provided log in information to the TrytIllinois! free database trial program.
12. **Library Director's Report**
- Carolina Schottland suggested a fun competition amongst other libraries for Toys for Tots donations.
  - Sarah Duby suggested the library donate chairs removed from service to Habitat for Humanity or Give in Kind. Carolina suggested contacting the Lake County Community Fund.
13. **Action Items**
- A. Discussion and Possible Action on Directing Staff to Move Forward with Scheduling a Referendum for a New Library Building for the April, 2023 Election Cycle  
 Carolina Schottland made a motion to move forward with scheduling a referendum for a new library building for the April, 2023 Election Cycle, Sarah Duby seconded. The following Trustees, (Duby, Frye, Oetker, Richmond and Schottland), voted aye, Trustee Francisco voted Nay. Motion carried.
- B. Discussion and Possible Action on Capital Reserve / Feasibility Study  
 Sarah Duby made a motion to approve engaging Engberg-Anderson to conduct an updated Capital Reserve / Feasibility Study as presented, Melanie Francisco seconded. On a Roll Call vote, all Trustees present, (Duby, Francisco, Frye, Oetker, Richmond and Schottland), voted aye. Motion carried.
- C. Discussion and Possible Action on Tax Levy Estimate - RESOLUTION DETERMINING AMOUNT OF MONEY ESTIMATED TO BE NECESSARY TO BE RAISED BY TAXATION FOR 2021 TAX LEVY FOR ROUND LAKE AREA PUBLIC LIBRARY DISTRICT  
 Carolina Schottland made a motion to approve Option 2, of two options presented to the board, to levy taxes at 4.9% increase over the prior year levy, as noted in Resolution 10-27-2021-TLE, Kathy Oetker seconded. The following Trustees, (Duby, Frye, Oetker, Richmond and Schottland), voted aye, Trustee Francisco voted Nay. Motion carried.
- D. Discussion and Possible Action on Setting Date for Tax Levy Hearing  
 No Action/No Motion
- E. Discussion and Possible Action on Purchasing Holiday Gift Cards for Staff  
 Melanie Francisco made a motion to purchase holiday gift cards in the amount of \$125.00 per employee, Sarah Duby seconded. On a Roll Call vote, all Trustees present, (Duby, Francisco, Frye, Oetker, Richmond and Schottland), voted aye. Motion carried.
- F. Discussion and Possible Action on Director's Review and Contract Agreement  
 Anne Richmond made a motion to extend the Director's contract from November 1, 2021 to October 31, 2024 with a 3% annual salary increase, Carolina Schottland seconded. On a Roll Call vote, all Trustees present, (Duby, Francisco, Frye, Oetker, Richmond and Schottland), voted aye. Motion carried.
14. **Executive Session:**  
 Sarah Duby made a motion to enter Executive Session at 8:03 p.m. for the purpose of discussing Personnel and Real Property, Carolina Schottland seconded. All Trustees present, (Duby, Francisco, Frye, Oetker, Richmond and Schottland), voted aye. Motion carried.
- (5 ILCS 120/2(c)(1)) Personnel
  - (5 ILCS 120/2(c)(5)) / (5 ILCS 120/2(c)(6)) Real Property
- Carolina Schottland made a motion to reenter Public Session at 9:35 p.m., Melanie Francisco seconded. All Trustees present, (Duby, Francisco, Frye, Oetker, Richmond and Schottland), voted aye. Motion carried.

15. **General Good and Welfare**

16. **Adjournment**

President Anne Richmond adjourned the meeting at 9:36 p.m.

Respectfully Submitted,

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

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