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**ROUND LAKE AREA LIBRARY  
BOARD OF TRUSTEES  
BOARD MEETING MINUTES  
PLANNING MEETING  
MEETING ROOM  
September 26, 2021 – 9:00 a.m.**

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

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

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Zoom Login Information

Topic: Round Lake Area Library Board Planning Meeting - September 26, 2021  
Time: Sep 26, 2021 09:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83597370287?pwd=OXJjaGJ1d2cxWjhMcIIUMUZwM2EyUT09>

Meeting ID: 835 9737 0287

Passcode: 345304

One tap mobile

+13126266799,,83597370287#,,,,\*345304# US (Chicago)

+16468769923,,83597370287#,,,,\*345304# US (New York)

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1. **Call to Order:** President Anne Richmond called the meeting to order at 9:25 a.m.

2. **Roll Call:**

Bryan Beyersdorf	A	Kathy Oetker	P
Sarah Duby Present	via Zoom	Anne Richmond	P
Melanie Francisco	P	Carolina Schottland	P
Laura Frye	A		

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**

Sarah Duby made a motion to approve the Agenda as presented, Melanie Francisco seconded. All trustees present, (Duby, Francisco, Oetker, 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.

- No public present

6. **Action Items**

a. Discussion and Possible Action on Fiscal Year 2021 – 2022 Planning Objectives and Goals

The following items were discussed.

- New Building Project

- Timeline for referendum deadlines
  - Speak with architect about determining exact building cost
  - Gather data for a referendum information campaign
  - Update space needs survey
  - Discussed election cycle the referendum
  - Build a “Friends of the Referendum” group
  - Establish list of information we have to give to the community
  - Research community survey options and consultants
  - Grow Friends
- Project Deadlines for January 2022
    - Space needs assessment
    - Financial feasibility study
    - Capital Reserves / Feasibility Study
    - Schedule public meetings
- 50<sup>th</sup> Anniversary Celebration
    - Carolina will plan the celebration
- Increase Number of Library Cards: Suggestions to increase the number of library cards include the following.
    - Promote services
    - Lessen requirements for library cards (if allowed by Statute)
    - Bookmarks with card information handed out on Pantry Days
    - Include information with village utility bills
    - Door to door campaign
    - QR code online sign ups
    - Additional newsletter highlighting library services
    - Competition between schools
    - “How did you hear about us” check box on application
    - Determine number of households with library cards
    - Set up card drive in front of community stores for mobile card sign up
- Committees: Trustees discussed possible implementation of the following committees.
    - Friends
      - Carolina will join the Friends
      - Anne suggested each Trustee attend 2 meeting per year on a rotating basis
    - Policy
      - Sarah Duby
      - Melanie Francisco
    - Operations/Facilities/Current Building
      - Melanie Francisco
      - Sarah Duby
    - New Building
      - Sarah Duby
      - Carolina Schottland
      - Anne Richmond
      - Kathy Oetker
      - First meeting is 12 October 2021 at 6:30 p.m.
- Continuing Education for Trustees
    - ILA
    - Ask area directors that have recently gone through a referendum to speak at meetings
    - Tour remodeled Libraries
    - Attend, “What is the Trustee Role” type training
    - Anne will be the Board FOIA and OMA representative
    - Communicating with the Public regarding a Referendum
    - Community Engagement
    - Trustee Roles and Responsibilities
    - Meeting Procedures
    - What can go on a Consent Agenda?

- Resources Needed
  - List of items past depreciation
  - List of items past their usefulness
  - Ask Joe Huberty to prioritize building projects

7. **General Good and Welfare**

8. **Adjournment:** President Anne Richmond adjourned the meeting at 1:35 p.m.

Respectfully Submitted,

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

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