

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  
December 21, 2022 – 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 6:33 p.m.

**2. Roll Call**

Melanie Francisco	P	Anne Richmond	P
Kathy Oetker	6:46 p.m.	Carolina Schottland	A (resigned prior to meeting)
Sherry Perkowitz	P	Karolyn Wessel	P
Jim DiDonato, Executive Director	P		
Marina Stevens, Assistant Director	P		
Cheryl Clark, Administrative Assistant	P		

**3. Pledge of Allegiance**

All present recited the Pledge of Allegiance

**4. Approval of Agenda**

Anne Richmond made a motion to approve the agenda with the proposed change of moving Action Items A, B, and C to directly follow Public Introductions and Comments and immediately before Approval of Minutes. Melanie Francisco seconded. All Trustees present, (Francisco, Perkowitz, Richmond, and Wessel), 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.*

Jerry Dietz, Library Attorney; Ana Perez, resident; Sean Gilmartin, Head of Youth Services

**6. Action Items A, B**

**A. Discussion and Possible Action on Appointing Trustee(s) to Fill a Vacant Position on Library Board**

President Anne Richmond thanked Ana Perez for attending and asked her to remind the Board of her qualifications and why she was interested in filling a vacant position on the Library Board. Anne also highlighted the same information about Brittany Kearby who was unable to attend this meeting due to a prior commitment. Karolyn Wessel made a motion to appoint both Ana Perez and Brittany Kearby to fill two vacant positions on the Library Board. Sherry Perkowitz seconded. All Trustees present, (Francisco, Oetker, Perkowitz, Richmond, and Wessel), voted aye. Motion carried.

**B. Swear In and Administer Oath of Office to New Trustee(s)**

President Anne Richmond swore in and administered the oath of office to Ana Perez.

**7. Roll Call**

Melanie Francisco	P	Sherry Perkowitz	P
Kathy Oetker	P	Anne Richmond	P
Ana Perez	P	Karolyn Wessel	P
Jim DiDonato, Executive Director	P		
Marina Stevens, Assistant Director	P		
Cheryl Clark, Administrative Assistant	P		

**8. Action Item C**

**C. Discussion and Possible Action on Electing Officers**

There was a brief discussion of the roles of officers and the need to elect a Trustee to the office of Secretary after the resignation of the previous Secretary, Sarah Duby. Sherry Perkowitz made a motion to nominate Karolyn Wessel to be Secretary. Melanie Francisco seconded. Karolyn Wessel accepted the nomination. All Trustees present, (Francisco, Oetker, Perez, Perkowitz, Richmond, and Wessel), voted aye. Motion carried.

**9. Approval of Minutes**

A. October 26, 2022 – Regular Board Meeting

B. November 16, 2022 – Regular Board Meeting

C. Sherry Perkowitz made a motion to approve both sets of minutes, October 26, 2022 Regular Board Meeting and November 16, 2022 Regular Board Meeting with the addition of a timeframe on the resignations of Bryan Beyersdorf and Sarah Duby mentioned in the November 16, 2022 minutes. Ana Perez seconded. All Trustees present, (Francisco, Oetker, Perez, Perkowitz, Richmond, and Wessel), voted aye. Motion carried.

**10. Financial Business**

A. Bookkeeping Report

B. Vendor’s List - Warrant #786

Kathy Oetker made a motion to approve Warrant #786. Melanie Francisco seconded. On a Roll Call Vote, the following Trustees, (Francisco, Oetker, Perez, Perkowitz, Richmond, and Wessel), voted aye. Motion carried.

**11. Communications**

Jim DiDonato reviewed the various documents in the packet under Communications and Library Director’s Report: an updated list of COVID metrics, the library’s Winter newsletter, and a thank you note from staff. Anne Richmond acknowledged the thank you card the Library Board received from staff for the holiday gift cards. Jim DiDonato informed trustees that the auditor recently informed the library they will not have the final annual audit until after the end of the year and not meet the December 27, 2022 filing deadline. They will file an extension. There was some discussion about industry standards and the customary practices for evaluating and possibly changing auditors.

**12. Library Director’s Report**

Discussed under Communications, above

**13. Action Items**

**D. Discussion and Possible Action on Space Needs Assessment**

The Board discussed the Space Needs Assessment documents in the packet, noting that some sections need updating with more recent numbers. Karolyn Wessel made a motion to approve the Space Needs Assessment in draft form. Melanie Francisco seconded. The following Trustees, (Francisco, Oetker, Perkowitz, Richmond, and Wessel), voted aye. Trustee Ana Perez abstained. Motion carried. Anne Richmond asked all Trustees to review these documents again and send her any questions by three days before the next Regular or Building-Related Board Meeting, whichever comes first.

**E. Discussion and Possible Action Consideration of an Ordinance Providing for and Requiring the Submission of the Proposition of Issuing Library Bonds to the Voters of the District at the Consolidated Election to be held on April 4, 2023**

The Board discussed challenges of relaying a message to the community in the narrow span before the April 4, 2023 election. They weighed the challenges of putting the proposition forward now vs. the advantages of including it in the March, 2024 Consolidated Election. No motion made. No action was taken. Trustees agreed the library will move forward on work associated with preparing a referendum for the March, 2024 election. Anne Richmond directed staff to start the process.

**F. Discussion and Possible Action on Social Media Policy**

Karolyn Wessel made a motion to approve the Social Media Policy with the removal of the comma between “confidential” and “work-related” in article I. Sherry Perkowitz seconded. All Trustees present, (Francisco, Oetker, Perez, Perkowitz, Richmond, and Wessel), voted aye. Motion carried.

**G. Discussion and Possible Action on Public Relations Policy**

Melanie Francisco made a motion to approve the Public Relations Policy. Ana Perez seconded. All Trustees present, (Francisco, Oetker, Perez, Perkowitz, Richmond, and Wessel), voted aye. Motion carried.

**H. Discussion and Possible Action on All-Staff Training Schedule**

There was a brief discussion about the sort of training staff receive on All-Staff Training Days and the frequency appropriate for these activities to maintain appropriate training and communication. Kathy Oetker made a motion to establish the proposed All-Staff Training schedule in which the library will be closed to in-person services the second Friday in March and the last Friday in September, annually. Sherry Perkowitz seconded. All Trustees present, (Francisco, Oetker, Perez, Perkowitz, Richmond, and Wessel), voted aye. Motion carried.

I. Discussion and Possible Action on Second Half of Year Review of Closed Session Minutes (5 ILCS 120/2.06) and (5 ILCS 120/2(c)(21))

After a brief discussion, Karolyn Wessel made a motion to release the Closed Session Minutes for December 14, 2022 – Special Meeting to Interview Candidates, the only closed session to occur in the second half of this year. Melanie Francisco seconded. All Trustees present, (Francisco, Oetker, Perez, Perkowitz, Richmond, and Wessel), voted aye. Motion carried.

J. Action on Motion Honoring Carolina Schottland for Service to the Library

President Anne Richmond read aloud the Motion Honoring Carolina Schottland for Service to the Library. She moved that the motion be approved with the correction that Carolina Schottland’s last meeting as a Library Trustee was December 14, 2022. Kathy Oetker seconded. All Trustees present, (Francisco, Oetker, Perez, Perkowitz, Richmond, and Wessel), voted aye. Motion carried.

K. Discussion and Possible Action on Scheduling a Meeting to Discuss a Building Project

The Library Board discussed the benefit of holding more frequent meetings focused specifically on the Building Project. Anne Richmond made a motion for a Committee of the Whole to meet on Wednesday, January 11, 2023 at 6:45 p.m. at the library to discuss the Building Project with additional, recurring meetings to take place the second Wednesday of each month at the same time and location. Sherry Perkowitz seconded. All Trustees present, (Francisco, Oetker, Perez, Perkowitz, Richmond, and Wessel), voted aye. Motion carried.

L. Discussion and Possible Action on Scheduling a Special Meeting to Interview and Appoint Prospective Board Trustees

No motion. No action.

14. **Executive Session:** No Executive Session

15. **General Good and Welfare**

16. **Adjournment**

President Anne Richmond adjourned the meeting at 8:52 p.m.

Respectfully Submitted,

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

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Karolyn Wessel  
Secretary, Library Board of Trustees