

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
August 23, 2023 – 6:45 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.

1. Call to Order

Vice President Sherry Perkowitz called the meeting to order at 6:46 p.m.

2. Roll Call

Melanie Francisco P
Brittany Kearby P
Kathy Oetker 7:14 p.m.
Ana Perez P

Sherry Perkowitz P
Anne Richmond A
Karolyn Wessel 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

Ana Perez made a motion to approve the agenda, Melanie Francisco seconded. All Trustees present, (Francisco, Kearby, Perez, Perkowitz 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

6. Presentations:

None

7. Consent Agenda

• **Approval of Minutes**

- A. July 26, 2023 Regular Board Meeting Minutes
- B. August 9, 2023 Committee of Whole Meeting Minutes

• **Action Items**

- A. Ratify Annual Report of Receipts and Disbursements for FY 2022-2023 (30 ILCS 15/1 and 15/2 [annual])
- B. Ratify Semi-Annual Report of Receipts and Disbursements for Past Six Months (January-June, 2023 (50 ILCS 305/1 [semiannual])
- C. Discussion and Possible Action on Certification of FY 2022-2023 Illinois Public Library Annual Report (75 ILCS 16/30-65)

Karolyn Wessel made a motion to approve the Consent Agenda, Melanie Francisco seconded. All Trustees present, (Francisco, Kearby, Perez, Perkowitz and Wessel), voted aye. Motion Carried.

8. Financial Business

- A. Bookkeeping Report
- B. Vendor's List - Warrant 794 and 794A

Sherry Perkowitz made a motion to approve Warrants 794 and 794A, Melanie Francisco seconded. On a Roll Call vote all Trustees present, (Francisco, Kearby, Perez, Perkowitz and Wessel), voted aye. Motion Carried.

9. Communications

- Budget Hearing Certificate of Publication for in Lake County Daily Herald
- Fall, 2023 Newsletter
- Work Culture Statement

10. Library Director's Report

11. Action Items

- D. Discussion and Possible Action on FY 2022-2023 Secretary's Audit (75 ILCS 16/30-65)
Melanie Francisco made a motion to Approve the Secretary's Audit with the addition of an "End of Packet" statement at the end of the Committee of the Whole minutes, Brittany Kearby seconded. All Trustees present, (Francisco, Kearby, Perez, Perkowitz and Wessel), voted aye. Motion Carried.
- E. Discussion and Possible Action on FY 2022-2023 Year End Interfund Transfer Ordinance, 08-23-2023-A-IFT
Melanie Francisco made a motion to approve the FY 2022-2023 Year End Interfund Transfer Ordinance 08-23-2023-A-IFT, Ana Perez seconded. On a Roll Call vote all Trustees present, (Francisco, Kearby, Oetker, Perez, Perkowitz and Wessel), voted aye. Motion Carried.
- F. Discussion and Possible Action on FY 2022-2023 Year End Interfund Transfer Ordinance, 08-23-2023-B-IFT
Melanie Francisco made a motion to approve the FY 2022-2023 Year End Interfund Transfer Ordinance 08-23-2023-B-IFT, Karolyn Wessel seconded. On a Roll Call vote all Trustees present, (Francisco, Kearby, Oetker, Perez, Perkowitz and Wessel), voted aye. Motion Carried.
- G. Discussion and Possible Action on Ordinance 08-23-2023-BAO - FY 2023-2024 Final Budget and Appropriations Ordinance - AN ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS OF ROUND LAKE AREA PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2023, AND ENDING JUNE 30, 2024
Melanie Francisco made a motion to approve Ordinance 08-23-2023-BAO - FY 2023-2024 Final Budget and Appropriations Ordinance - AN ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS OF ROUND LAKE AREA PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2023, AND ENDING JUNE 30, 2024, Ana Perez seconded. On a Roll Call vote all Trustees present, (Francisco, Kearby, Oetker, Perez, Perkowitz and Wessel), voted aye. Motion Carried.
- H. Discussion and Possible Action on Space Needs Assessment
Brittany Kearby made a motion to approve the August 21, 2023 Final Draft of the Space Needs Assessment Building Program conducted Fred Schlipf, Karolyn Wessel seconded. All Trustees present, (Francisco, Kearby, Perez, Perkowitz and Wessel), voted aye. Motion Carried.
- I. Discussion and Possible Action on Capital Plan
Melanie Francisco made a motion to approve the 2022 Capital Reserve Study (Capital Plan) conducted by Joe Huberty of Engberg-Anderson, with projects reprioritized by staff to address current needs while considering a timeline for larger scale, long-term projects alongside a potential timeline for constructing a new library building, Karolyn Wessel seconded. On a Roll Call vote all Trustees present, (Francisco, Kearby, Oetker, Perez, Perkowitz and Wessel), voted aye. Motion Carried.
- J. Discussion and Possible Action on Patrons with Disabilities Policy
Tabled; no discussion, no action
- K. Discussion and Possible Action on Notary Public Policy
Tabled; no discussion, no action

12. Executive Session: No Executive Session

13. General Good and Welfare

14. Adjournment

Vice President Sherry Perkowitz adjourned the meeting at 8:08 p.m.

Respectfully Submitted,

Name: _____ Date: _____
Robbyn Allbee, Recording Secretary

Name: _____ Date: _____
Karolyn Wessel
Secretary, Library Board of Trustees