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ROUND LAKE AREA LIBRARY BOARD OF TRUSTEES
Committee of the Whole
Meeting Minutes
Activity Room
February 8, 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

President Anne Richmond called the meeting to order at 6:48 p.m.

2. Roll Call

Melanie Francisco	P	Sherry Perkowitz	A
Brittany Kearby	P	Anne Richmond	P
Kathy Oetker	6:50 p.m.	Karolyn Wessel	P
Ana Perez	P		
Jim DiDonato, Executive Director			P
Marina Stevens, Assistant Director			P
Cheryl Clark, Administrative Services Assistant			P

3. Pledge of Allegiance

All present recited the Pledge of Allegiance.

4. Approval of Agenda

Karolyn Wessel made a motion to approve the agenda. Brittany Kearby seconded. All trustees present (Francisco, Kearby, Oetker, Perez, 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.

No public was present

6. Communications

- Jim DiDonato mentioned that RAILS will be having a Trustee Banquet on May 19 in Oak Park. He will email the invitation, should any Trustees wish to attend.
- At the end of the meeting, Trustees were reminded that they will help staff at various stations during the tours of the library on the 50th Golden Anniversary event between 10 a.m. and 4 p.m. They should wear library logo wear if they have it.
- The first meeting of the revived Friends of the Library will be held April 5th or 6th. Trustees will be suggesting possible members to invite before that time.

7. Discussion Items

A. Review of Library Visits

Trustees discussed their observations on visits to various libraries including Lake Villa Public Library, Dekalb Public Library, Carol Stream Public Library, St. Charles Public Library, Waukegan Public Library, Antioch Public Library, Charlotte Library, Harold Washington Library Center(Chicago Public Library), Woodstock Public Library, North Chicago Public library, and Zion Benton Public Library. Observations included:

- ❖ A general preference for spaces that were warm and inviting, including softer accents and wood details.
- ❖ A dislike of large, grey, cold, metallic and glassy spaces that are unmitigated by softer touches.
- ❖ Lots of windows and natural light are preferred.

- ❖ Admiration for libraries with good outdoor spaces, especially when the spaces had natural divisions into different areas.
- ❖ Some libraries' landscaping for the outdoor spaces included opportunities for the community to sponsor trees or other elements through donation.
- ❖ A sensory room where those on the autism spectrum could take breaks if desired.
- ❖ Large reading tables are good for people to spread out when they work.
- ❖ Different sizes of work spaces can accommodate different patron needs.
- ❖ Older libraries seem to have less focus on maintaining an aesthetic at their entry, and more focus on practicality in serving the public. Trustees tended to like this approach.
- ❖ Trustees liked libraries that separated children's play areas in a way that minimized the noise carrying over into the adult or study areas. Woodstock has a fun turret-like area that tends to keep play noise contained. Zion Benton has two "halves" of a breezeway divided by a central barrier zone.
- ❖ A meeting room with a separate entrance could be useful not only to separate meeting traffic from other library use, but also to enable after-hours meetings.
- ❖ Trustees liked dedicated space for an ongoing book sale.
- ❖ A self-service hold shelf next to the self-checkout machine could be useful.
- ❖ Trustees thought we should consider work spaces that can be used by people who work remotely for purposes such as meetings, interviews and focused projects.
- ❖ Trustees felt any new library should be as "green" as possible, noting that many green options were available in construction these days, and they would save the library money in the long run.
- ❖ Quiet rooms are often full of windows and overlooking peaceful outdoor spaces but would also have to be visible by staff to prevent shenanigans.
- ❖ Trustees would like to see a good makerspace and possibly a recording studio.
- ❖ Trustees liked a separate art room for kids.
- ❖ Some libraries have a separate floor for staff spaces so that there is less contact between patrons and office activities.
- ❖ Trustees would like us to continue to expand our Library of Things.
- ❖ It was suggested that a café, ideally with a local coffee supplier, might entice people to visit the library.
- ❖ There was a suggestion that a banquet space that could be rented to the public for social events might offset some of the costs of an expanded building.

In the course of discussing library observations, several other ideas were discussed. It was noted that an RFID system and better process for hold lockers could improve patron experiences. Many people have complimented the library on our Curbside service. While talking with community members, Brittany Kearby has heard that our current location is inconvenient, that our CD collection could be expanded, and that one person is afraid to come to the library because she's unsure what to expect. Melanie Francisco wants to see strong literacy campaigns for readers of all ages, as well as expanded databases and the tutorials for how to use them.

Jim asked if there were any library directors the Board was interested in speaking to in more detail at a future meeting. Palatine and Roselle libraries' directors are possibilities.

Jim asked if, having compared other libraries to ours, the Trustees might have an idea of how big a building we would need for our purposes. The Board discussed costs to maintain a larger building and limitations on funding. Jim will speak to our financial advisor and the architect about getting projections of operating costs and clearer explanations of bonds vs. taxes to pay for a building project.

President Anne Richmond asked that Trustees continue to observe and note ideas for library buildings.

B. Discussion on Community Events and Speaking Engagements

Trustees are keeping their eyes open for opportunities to speak about the library in the community. Suggestions have been:

- The Home Owner's Association mixer this summer in Melanie Francisco's subdivision
- The Round Lake High School's Language Festival in April
- Connecting with the Hispanic Chamber of Commerce of Round Lake
- Big Hollow School Back to School Bash
- Color Aloft
- Sports events such as Grant Township Football games or Round Lake Soccer games
- Touch a Truck events
- Early Education Center Movie Night (also held at other elementary schools)

The Board also discussed other promotional ideas such as formally recognizing accomplishments like completing Summer Reading Club, 1000 Books Before Kindergarten, 100 Books Before High School, or other reading

challenges. Social media suggestions included requesting patrons to submit information for a featured readers post or asking patrons who use Museum Passes to post pictures of their adventure and tag us for an entry in a drawing.

C. Timeline for March, 2024 Referendum

Although the order of "Before the Ballot" books that would explain the referendum process and timeline has not been received, Jim DiDonato stated that an extra copy was in his office if any Trustee wants to borrow it.

D. List of Frequently Asked Questions

Trustees were asked to continue assembling lists of questions they anticipate will be asked about the building project. Some Trustees have already submitted their lists. It was suggested that a press release from Roselle Public Library could be used to model some of the questions and answers for the FAQ.

8. **Executive Session**

None Executive Session

9. **General Good and Welfare**

10. **Adjournment**

President Anne Richmond adjourned the meeting at 8:26 p.m.

Respectfully Submitted,

Name: _____ Date: _____
Cheryl Clark, Recording Secretary

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