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**ROUND LAKE AREA LIBRARY BOARD OF TRUSTEES**  
**Committee of the Whole**  
**Meeting Minutes**  
**Activity Room**  
**September 13, 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.

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**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	6:49 p.m.
Brittany Kearby	P	Anne Richmond	P
Kathy Oetker	7:48 p.m.	Karolyn Wessel	P, virtual
Ana Perez	P		

Jim DiDonato, Executive Director	P
Marina Stevens, Assistant Director	P
Robbyn Allbee, Administrative Manager	A
Cheryl Clark, Administrative Services Assistant	P

Melanie Francisco made a motion to allow Karolyn Wessel to participate electronically. Brittany Kearby seconded. All other Trustees present, (Francisco, Kearby, Perez, Richmond) voted aye. Motion carried.

**3. Pledge of Allegiance**

All present recited the Pledge of Allegiance

**4. Approval of Agenda**

Sherry Perkowitz made a motion to approve the agenda as written. Anna Perez seconded. All Trustees present, (Francisco, Kearby, Perez, 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 attended virtually.
- Andrew Kim, Director, Public Finance, PMA Securities, Public Funds Management/Municipal Advisor attended virtually.
- Joe Huberty, Partner, Engberg-Anderson, Architectural Services, attended virtually, beginning at 7:15 p.m.
- Kyle Harding, Partner, Chapman and Cutler LLP, Bond Counsel, Public Finance, attended in person.
- Andromeda Francisco, patron, attended in person. They recounted their experiences getting a library card at the Circulation desk and their feelings that patrons should be allowed to get a card under their preferred name, rather than having to be registered with a legal name they do not use. They were disappointed that even the legal name they had been registered under had been misspelled twice and needed to be corrected by desk staff. Andromeda suggested that allowing patrons to register with their preferred name would be a more inclusive practice. The Board discussed the issue, learning that the software would allow for two names- an "ID" name and a "preferred" name, though our library does not currently have this feature turned on. Trustees suggested that a revised application and change in procedures could allow the library to be more inclusive of those with identities that were different from their legal identification. They thanked Andromeda for their input and Director Jim DiDonato said the library would contact Andromeda by phone or email when staff had explored the possibilities.

**6. Presentations**

A. Chapman and Cutler LLP; Bond Counsel, Public Finance - Kyle Harding, Partner

Kyle Harding presented a handout with events required in the process of bringing a library bond referendum to vote. He explained what a bond counsel does and reviewed information on the bond process that he had previously presented when the Board was considering a bond referendum in the past. After presenting a proposed draft of ballot language for a library bond referendum, he answered questions from the Trustees to clarify what could or could not be changed in that language, given the unknown disposition of the current library building in the event of new library construction.

Mr. Harding indicated that, for a March 2024 referendum, the deadline to adopt the election ordinance would be January 2, 2024. After the adoption of that ordinance, Trustees would have to pay careful attention to the Election Interference Act and ethics rules. While they would be able to speak their mind about the issue as citizens, they should be careful about making the distinction between their private opinion and the Library. The Library should remain a source of information about a bond referendum but should not advocate for it. The current plan the library has laid out has the election ordinance coming up for vote at the October 25, 2023 Regular Board Meeting.

Trustees asked Mr. Harding about his experiences with libraries that held bond referenda vs. those that had attempted limiting rate increases. He stated that building bond referenda were more common and tended to pass more often. They had simpler language and fewer complications with financial details regarding limits on the library's corporate accounts. He deferred to Andrew Kim on advice related to the library's accounts should the library decide to ask for a limiting rate increase.

The Board discussed some of the benefits and drawbacks of building bonds vs. limiting rate increases. Then, they thanked Mr. Harding for his presentation.

B. Engberg-Anderson; Architectural Services - Joe Huberty, Partner

Joe Huberty indicated that cost estimates for building a new library could vary due to many factors related to the site such as the degree of wetlands mitigation and choices of access points. Some inquiries will need to be made in the course of preparing the project estimates. He also explained that while the basic view of the estimate lists general items and their costs, each of those general items is built of well-researched details to provide an even more accurate prediction than simply guessing based on experience. This will also be adjusted with an estimate of future changes in building costs which cannot be precisely predicted but can be estimated based on past experience and current trends.

Mr. Huberty showed some sample drawings and schematic cost estimates from other projects and asked the Board what level of detail they wanted from his firm when preparing estimates and renderings for the Round Lake Library building project. He said the usual process for creating such takes about 75 days. Since the Superuser Celebration is planned for November 4, the Board asked if he might be able to complete something in time to be revealed at that event. He said he could do an estimate and at least one "pretty picture" to share the vision with the public by that date but requested that he get the green light as soon as possible. The Board will plan on voting on the required agreement at the next Regular Board Meeting on September 27, 2023. Mr. Huberty said he would start on some initial steps in the meantime, anticipating the formal agreement at that time. Trustees briefly talked about the nature and style of the drawing Mr. Huberty would prepare, the primary recommendations being to design something that fit with the aesthetic of other local buildings like Magee Middle School and the vision that the Village of Round Lake has for that area. It is acknowledged that some adjustments may occur between this original rendering and the final building, depending on supplies, costs, and other issues as the project moves forward. However, efforts will be made to produce something true to the original vision.

The Board thanked Mr. Huberty for his presentation.

C. PMA Securities; Public Funds Management/Municipal Advisor - Andrew Kim, Director, Public Finance

Andrew Kim advised the Library Board on the question of whether to attempt a building bond referendum or to try for a limiting rate increase. He said that while there were ways to make the limiting rate work and to deal with the financial concerns Mr. Harding had brought up, they were complicated and none of them were ideal.

Mr. Kim presented several bond referendum scenarios with the taxpayer impact to those with the median home value for the area. He showed scenarios for \$25 million, \$30 million, and \$35 million projects which were included in the Bond Financials presentation information in the Board packet.

Then, he presented slides contrasting a Building Bond Referendum with a Limiting Rate Increase and discussed the opportunities and challenges related to each. Trustees discussed the advantages of explaining a building bond referendum to the community in the quick and simple way they anticipated they would be required to do so.

They also noted that the wording on the ballot for a building bond referendum would be simpler and easier to digest than the complicated wording of a Limiting Rate Increase that might confuse or sour a voter's reaction.

Lastly, Mr. Kim presented charts that showed market trends that could affect bonds for a new library. As the market is always changing, Mr. Kim will be adjusting the forecasts of taxpayer impact with current information as needed to determine the likely impact to homeowners.

The board thanked Mr. Kim for his presentation and advice.

**7. Communications**

There were no communications.

**8. Discussion Items**

Although some discussion on the agenda discussion items occurred as reported in the minutes of the Presentations section of the meeting, further discussion was tabled.

- A. Legal Process and Requirements Associated with a Building Bond Referendum
- B. Financial Aspects of a Referendum
- C. Architectural Design Processes and Services
- D. Information Literature Development
- E. Super User Celebration
- F. Job Assignments for Trustees

**9. General Good and Welfare**

**10. Adjournment**

President Anne Richmond adjourned the meeting at 9:16 p.m.

Respectfully Submitted,

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

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