

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
October 25, 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 6:50 p.m.

2. Roll Call

Melanie Francisco	P	Sherry Perkowitz	P
Brittany Kearby	P	Anne Richmond	P
Kathy Oetker	6:55 p.m.	Karolyn Wessel	P until 8:03 p.m.
Ana Perez	P		

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

3. Pledge of Allegiance

All present recited the Pledge of Allegiance.

4. Approval of Agenda

Melanie Francisco made a motion to approve the Agenda. Brittany Kearby seconded. All Trustees present, (Francisco, Kearby, Oetker, 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.

Kyle Harding of Chapman and Cutler LLP and Travis Haley attended in person.
Jerry Dietz, Library Attorney attended virtually.

6. Presentation(s):

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

Mr. Harding spoke about the bond referendum issue the Trustees would be considering in Action Item A. He noted that the wording of the ballot question had changed slightly since the previous meeting and that the "site acquisition" language had been added to preserve the flexibility in the event that the offered property for the new building was no longer available. A copy of the current ballot language is included in the Board Packet.

Mr. Harding advised that the Board's next objective would be to identify the dollar amount of bonds to request in that ballot question. This amount would represent the maximum that could be issued, not necessarily the amount that would ultimately be needed for the project. The Library would not be required to issue more bonds than needed to fund the project.

He answered Trustees' questions, stating that the word "replace" in the ballot language merely refers to the fact that a new building would be the primary library. It does not preclude using the current building for other library purposes. He stated that the Library would be responsible for translating the ballot language into Spanish. The Library could hire a translator who is more familiar with special legal terms if library staff are uncomfortable translating.

Mr. Harding noted that once the Library Board voted to adopt the ordinance for the proposition (Ordinance 2023-10-25-BLDG), the next step would be posting the election notice. The Board would have to adopt a resolution to determine financing (currently set for November) and have a public hearing (currently set for January of 2024). The Lake County Clerk would be responsible for the rest of the requirements. He also reminded the Board that after the adoption of the ordinance, they would only be permitted to offer facts about the issue and not to advocate for it.

He said that, should the voters approve the bond referendum question at the March 19, 2024 election, the Library would have five years to issue the bonds and three years to spend the money generated. The Board thanked him for his advice.

- B. Engberg-Anderson; Architectural Services - Joe Huberty, Partner
Jim DiDonato presented information sent by Joe Huberty concerning the proposed new library building. Using an earlier cost estimate as a base, he pointed out the ways that the project cost could change if there were cuts in size or differing choices of materials in superficial things such as floor or wall coverings. He noted that generous contingencies were included in the estimate. Jim related that he and Joe had discussed the new requirements related to geothermal and photovoltaic technologies and how they might delay the return on investment.

Jim reported that after closer assessment of the site, Joe had revised his cost estimate down to \$36,404,233, a number which still represented the expected maximum cost, accounting for every reasonable contingency. The actual project could be less expensive.

- C. PMA Securities; Public Funds Management/Municipal Advisor - Andrew Kim, Director, Public Finance
Jim DiDonato displayed the models of tax impact supplied by PMA Securities. Trustees discussed ways to help district residents understand the impact.

7. **Action Item A:** Discussion and Possible Action on An Ordinance Providing for and Requiring the Submission of the Proposition of Issuing Library Bonds to the Voters of the District at the General Primary Election to be Held on March 19, 2024; Ordinance 2023-10-25-BLDG

Having viewed the presented information, the Trustees discussed what amount of bonds should be named in the referendum question they were considering. Anne Richmond made a motion to adopt an Ordinance providing for and requiring the submission of the proposition of issuing \$36,404,233 Library Bonds to the voters of the Round Lake Area Public Library District, Lake County, Illinois, at the general primary election to be held on March 19, 2024. Sherry Perkowitz seconded. On a Roll Call vote, all Trustees present, (Francisco, Kearby, Oetker, Perez, Perkowitz, Richmond, and Wessel) voted Aye. Motion carried.

8. **Approval of Minutes**

- A. September 27, 2023 Regular Board Meeting Minutes
Melanie Francisco made a motion to approve the minutes of the September 27, 2023 Regular Board Meeting. Brittany Kearby seconded. All Trustees present, (Francisco, Kearby, Oetker, Perez, Perkowitz, and Richmond) voted Aye. Motion carried.

- B. October 11, 2023 Committee of Whole Meeting Minutes
Approval of the October 11, 2023 Committee of the Whole meeting minutes was tabled.

9. **Financial Business**

- A. Bookkeeping Report
B. Vendor's List - Warrant 796
Kathy Oetker made a motion to approve Warrant #796. Ana Perez seconded. On a Roll Call vote, all Trustees present, (Francisco, Kearby, Oetker, Perez, Perkowitz, and Richmond) voted Aye. Motion carried.

10. **Communications**

There were no communications.

11. **Library Director's Report**

Jim presented the current versions of the new building renderings created by Engberg-Anderson.

12. **Action Items B - D**

- B. Discussion and Possible Action on Patrons with Disabilities Policy

Melanie Francisco made a motion to approve the Patrons with Disabilities Policy as presented. Brittany Kearby seconded. All Trustees present, (Francisco, Kearby, Oetker, Perez, Perkowitz, and Richmond) voted Aye. Motion carried.

C. Discussion and Possible Action on Bid Process for 2023 Desktop Computer and Monitor Purchase
Trustees briefly discussed the language of the bid packet with Library Attorney Jerry Dietz. Melanie Francisco made a motion to approve beginning the Bid Process for 2023 Desktop Computer and Monitor Purchase with a deadline of November 10, 2023 at 12:00p.m. and removing the language about substitutions in the bid package. Sherry Perkowitz seconded. All Trustees present, (Francisco, Kearby, Oetker, Perez, Perkowitz, and Richmond) voted Aye. Motion carried.

D. Discussion and Possible Action on Tax Levy Estimate, Resolution 10-25-2023-TLE – A RESOLUTION DETERMINING AMOUNT OF MONEY ESTIMATED TO BE NECESSARY TO BE RAISED BY TAXATION FOR 2023 TAX LEVY FOR ROUND LAKE AREA PUBLIC LIBRARY DISTRICT
Library Attorney Jerry Dietz explained the tax levy process and factors to consider when establishing the Tax Levy Estimate. After discussing the possibilities, Brittany Kearby made a motion to adopt Resolution 10-25-2023-TLE- a resolution determining the amount of money estimated to be necessary to be raised by taxation for 2023 Tax Levy for the Round Lake Area Public Library District at an amount 6.5% over the previous year. Melanie Francisco seconded. On a Roll Call vote, all Trustees present, (Francisco, Kearby, Oetker, Perez, Perkowitz, and Richmond) voted Aye. Motion carried.

13. **Executive Session:** No Executive Session

14. **General Good and Welfare**

15. **Adjournment**

President Anne Richmond adjourned the meeting at 8:37 p.m.

Respectfully Submitted,

Name: _____ Date: _____
Cheryl Clark, Recording Secretary

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