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**ROUND LAKE AREA LIBRARY  
BOARD OF TRUSTEES  
BOARD MEETING MINUTES  
REGULAR MEETING  
MEETING ROOM  
March 28, 2018 – 6:30 p.m.**

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 6:31 p.m.

**2. Roll Call**

Laura Frye	- P	Anne Richmond	- P
Debbie Jones	- A	Carolina Schottland	- P
Diane Klein	- A	Lisa Marie Smith	- P
Kathy Oetker	- P		

Jim DiDonato, Executive Director	- P
Alisha Smaby, Circulation Administrative Assistant	- P
Edith Basir, Volunteer Coordinator	- P

**3. Pledge of Allegiance**

All present recited the Pledge of Allegiance.

**4. Approval of Agenda**

Laura Frye made a motion to approve the agenda as presented, Carolina Schottland seconded. All Trustees present, Frye, Oetker, Richmond, Schottland, and Smith 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
- Joe Huberty, Library Architect from Engberg-Anderson
- Andy Arndt, Representative from Baird Public Finance
- Bob Lewis, Representative from PMA Securities, Inc
- John Piemonte, Representative from Ehlers INC
- Staff Present: Maggie Rodriguez, Head of Circulation; Marina Stevens, Head of Adult Services; Debbie Allen, Head of Youth Services

**6. Approval of Minutes**

A. Minutes of Regular Board Meeting for February 28, 2018:

Kathy Oetker made a motion to approve the Minutes of the Regular Board Meeting for February 28, 2018 as presented, Carolina Schottland seconded. All Trustees present, Frye, Oetker, Richmond, Schottland, and Smith voted aye. Motion carried.

7. **Financial Business**

A. Bookkeeping Report

B. Vendor's List - Warrant # 729:

Laura Frye motioned to approve Warrant # 729, Lisa Marie Smith seconded. On a roll call vote all Trustees present, Frye, Oetker, Richmond, Schottland, and Smith voted aye. Motion carried.

8. **Communications:**

A. Financial Advisors

- Representatives from three different financial advising companies discussed their proposals with the Board: Andy Arndt from Baird, John Piemonte from Ehlers, and Bob Lewis from PMA Securities.
- Jim DiDonato clarified for the record that the Round Lake Area Public Library does have an existing relationship with Ehlers.
- All three companies indicated they are capable of helping with the financial process, including advising and issuing/selling bonds. All three also mentioned that new regulations put in place the past several years prevent them from advocating directly for a referendum.
- Concerns were raised from the Board over potential fees. All three companies stated that limited advising services were free, and they could provide referrals for third party referendum services. There would be a fee if the company is recruited to help with financial advisement but not hired for issuing the bonds. Other fees would not apply until the bonds are issued, and prices vary depending on the amount of the bond.
- Jim DiDonato requested feedback from the Board on whether they would prefer a basic financial analysis or something more in-depth, which could potentially cost more.
- The Board asked several questions regarding the similarities between Round Lake Area Public Library's referendum and Crystal Lake Public Library's recent referendum.

B. Volunteer Coordinator Report – Edith Basir:

Edith Basir updated the Board on volunteers, passports, Friends of the Library, and the Summer Youth Employment Program. She also mentioned the new Cookbook Club which will be starting in June, and ESL classes which will tentatively begin in the fall.

C. National Library Week: April 8-14, 2018:

Maggie Rodriguez presented Trustees copies of the National Library Week Giveaway. Marina Stevens has organized staff appreciation events throughout the week.

D. Donations for Helen Holmes:

Helen Holmes, a former library employee, passed away recently. Her family has requested that donations be sent to the Round Lake Area Public Library.

## 9. Library Director's Report

- Joe Huberty spoke to the Board about renovation options to provide new public use space, which include converting Maintenance Storage to a staff area; converting Tech Services into a public meeting space; use of a trailer as a mobile office space; creating a new meeting room space on the upper level of the Library; and adding a temporary storage shed.
- The Board asked if the Library would be spending \$100,000 on renovations regardless of which option is chosen. Huberty indicated this would likely be the case, though he will be investigating ways to lower costs. Huberty also stated that if the projects ran simultaneously by a single contractor the cost of the renovations could be lower.
- Jim DiDonato will double-check the estimates with Joe Huberty to make sure the numbers are accurate and send the Board an update.

## 10. Action Items

### A. Discussion and Possible Action on Selecting and Approving Bid for Roof Repair/Replacement Project:

Laura Frye motioned to accept Weatherguard Roofing as the lowest responsive bidder based on the research and recommendations of Engberg-Anderson. Carolina Schottland seconded. During discussion, the Board raised some concerns on whether the amount quoted would be the final price. Joe Huberty responded that there is a possibility the price could be higher if damage is discovered under the roof. On a roll call vote, Frye, Richmond, Schottland, and Smith voted aye; Oetker voted nay. Motion carried.

### B. Discussion and Possible Action on Acceptance of Proposal for Financial Services

No Action/No Motion. Tabled to next meeting.

### C. Discussion and Possible Action on Scheduling Special Meeting – Site Selection Subcommittee

No Action/No Motion.

## 11. Executive Session: None

## 12. General Good and Welfare

## 13. Adjournment

President Anne Richmond adjourned the meeting at 9:15 p.m.

Respectfully submitted,

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Alisha Smaby, Recording Secretary

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Kathy Oetker,  
Secretary, Library Board of Trustees