

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
BOARD MEETING MINUTES
REGULAR MEETING
MEETING ROOM
December 18, 2019 – 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 6:32 p.m.

2. Roll Call

Sarah Duby	P	Anne Richmond	P
Laura Frye	P	Carolina Schottland	P
Diane Klein	A	Lisa Marie Smith	A
Kathy Oetker	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

Laura Frye made a motion to approve the agenda, Sarah Duby seconded. All Trustees present, Duby, Frye, Oetker, Richmond, and Schottland, 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.

Edith Basir, Volunteer Coordinator; Penny McMahon, Head of Technical Services; Debbie Allen, Head of Youth Services; Juan Diaz, Outreach Services; Sandra Lopez, Head of Outreach Services; Julie Bachinger, Youth Services.

Approval of Minutes

A. Minutes of Tax Levy Hearing for November 20, 2019

Sarah Duby made a motion to approve the minutes of the Tax Levy Hearing for November 20, 2019, Kathy Oetker seconded. All Trustees present, Duby, Frye, Oetker, Richmond, and Schottland, voted aye. Motion carried.

B. Minutes of Regular Board Meeting for November 20, 2019

Sarah Duby made a motion to approve the minutes for the Regular Board Meeting for November 20, 2019, Laura Frye seconded. All Trustees present, Duby, Frye, Oetker, Richmond, and Schottland, voted aye. Motion carried.

6. Financial Business

A. Bookkeeping Report

B. Vendor's List - Warrant # 750

Laura Frye made a motion to approve Warrant #750, Sarah Duby seconded. On a roll call vote all Trustees present, Duby, Frye, Oetker, Richmond and Schottland, voted aye. Motion carried.

7. Communications

Autism Services: Sandra Lopez, Juan Diaz and Julie Bachinger presented a summary of the Autism services the library will be implementing this spring, specifically sensory-friendly programming, kits, and an accessibility hour. The group also applied for an Autism Welcome Here grant. Recipients will be notified of awards in March.

Brochures / Flyers:

- Seed Expo - Call for Bake Sale Volunteers
- Give a Scarf - Take a Scarf

8. Library Director's Report

Jim DiDonato and Trustees discussed FY 2020 Per Capita Grant application requirements and information, specifically:

- Chapter 3, "Personnel," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014"
- Chapters 11-14 and all appendices of the "Trustee Facts File Third Edition"
- Continuing Education: Organization management webinar, "Trends in Safety and Security for Libraries" by Dr. Steve Albrecht, hosted on RAILS
- Illinois Digital Archives (IDA) <http://www.idaillinois.org> and Digital Public Library of America (DPLA) <https://dp.la>

9. Action Items

- A. Discussion and Possible Action on FY 2019-2020 Per Capita Grant Application
 Carolina Schottland made a motion to approve the FY 2019-2020 Per Capita Grant Application, Sarah Duby seconded. All Trustees present, Duby, Frye, Oetker, Richmond, and Schottland), voted aye. Motion carried.

- B. Discussion and Possible Action on Scheduling Meeting of Building Development Subcommittee
 Tabled; No motion / No action

- C. Discussion and Possible Action on A Resolution Allowing Alcohol on Library Property
 Carolina Schottland made a motion to allow Alcohol on Library Property, Kathy Oetker seconded. All Trustees present, Duby, Frye, Oetker, Richmond, and Schottland, voted aye. Motion carried.

- D. Discussion and Possible Action on Approving Delivery and Sale of Alcohol at Spring Fundraising Event
 Carolina Schottland made a motion to allow Delivery and Sale of Alcohol at the April 11, 2020 Trivia Night Fundraising Event, Laura Frye seconded. All Trustees present, Duby, Frye, Oetker, Richmond, and Schottland, voted aye. Motion carried.

- E. Second Half of Year Review of Closed Session Minutes (5 ILCS 120/2.06) and (5 ILCS 120/2(c)(21))
 Laura Frye made a motion to keep the Second Half of Year of Closed Session Minutes closed, Sarah Duby seconded. All Trustees present, Duby, Frye, Oetker, Richmond, and Schottland, voted aye. Motion carried.

10. **Executive Session:** (5 ILCS 120/2(c): (5) and (11)), (5 ILCS 120/2.06) and (5 ILCS 120/2(c)(21))
 None

11. General Good and Welfare

12. Adjournment

President Anne Richmond adjourned the meeting at 8:08 p.m.

Name: _____ Date: _____
 Robbyn Allbee, Recording Secretary

Name: _____ Date: _____
 Kathy Oetker,
 Secretary, Library Board of Trustees