

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  
November 20, 2019 – 6:30 p.m.**

All matters on the agenda may be discussed, amended, and acted upon, regardless of placement.

**1. Call to Order**

Vice President Carolina Schottland called the meeting to order at 6:38 p.m.

**2. Roll Call**

Sarah Duby	P	Anne Richmond	A
Laura Frye	P	Carolina Schottland	P
Diane Klein	6:45 p.m.	Lisa Marie Smith	P
Kathy Oetker	6:52 p.m.		

Jim DiDonato, Executive Director	P
Marina Stevens, Assistant Director	P
Robbyn Allbee, Administrative Manager	A
Penny McMahon, Head of technical Services	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, Lisa Marie Smith Seconded. All Trustees present, Duby, Frye, Klein, Oetker, 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.

Joe Huberty, Library Architect; Katie Parkhurst, Director of Economic and Community Development with Village of Round Lake; Steve Shields, Village Administrator with Village of Round Lake

**Presentation on Site Study:** Joe Huberty reviewed the results of a study for a prospective building site. The site under consideration is viable for development of a new library building. Trustees and Joe discussed site layout for a parking lot and building, proximity to the street, entrance and egress to the site, water runoff, adjacency of commercial, retail, and residential spaces, and consideration of an alternate site. Representatives from the Village of Round Lake present at the meeting noted that progress on any development in proximity to the potential site is dependent on potential road construction along Cedar Lake Road. Lake County Department of Transportation has not provided the village with an update on a realignment project. Library trustees and village representatives acknowledged the need for the county to provide a plan before any development can begin.

**6. Approval of Minutes**

**A. Minutes of Regular Board Meeting for October 23, 2019**

Carolina Schottland made a motion to approve minutes of the Regular Board Meeting for October 23, 2019, Kathy Oetker seconded. All Trustees present, Duby, Frye, Klein, Oetker, Schottland and Smith, voted aye. Motion carried.

**7. Financial Business**

**A. Bookkeeping Report**

**B. Vendor's List - Warrant # 749**

**C. Laura Frye made a motion to approve Warrant #749, Diane Klein seconded. On a roll call vote, all Trustees present, Duby, Frye, Klein, Oetker, Schottland and Smith, voted aye. Motion carried.**

**8. Communications**

Scholastic Book Fair, Holiday Gift Wrapping, Scarves and Mittens Drop Off, School District Partnership Breakfast, Bake Sale Fundraiser with Garden Club, 2020 Wish List flyer

**9. Library Director’s Report**

**10. Action Items**

- A. Discussion and Possible Action on Ordinance 11-20-2019-TLO, Tax Levy Ordinance – AN ORDINANCE PROVIDING FOR LEVYING AND ASSESSING TAXES OF ROUND LAKE AREA PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS, FOR 2018 TAX LEVY (THE FISCAL YEAR BEGINNING JULY 1, 2019, AND ENDING JUNE 30, 2020):  
Sara Duby made a motion to approve ordinance 11-20-2019-TLO, Laura Frye seconded. On a roll call vote, all Trustees present, Duby, Frye, Klein, Oetker, Schottland and Smith, voted aye. Motion carried.
- B. Discussion and Possible Action on Starting Bid Process to Replace Phone System:  
Diane Klein made a motion to start the bidding process to replace the library’s aging phone system, Lisa Marie Smith seconded. All Trustees present, Duby, Frye, Klein, Oetker, Schottland and Smith, voted aye. Motion carried.
- C. Discussion and Possible Action on Library Records Confidentiality Policy:  
Laura Frye made a motion to approve the Library Records Confidentiality Policy, Kathy Oetker seconded. All Trustees present, Duby, Frye, Klein, Oetker, Schottland and Smith, voted aye. Motion carried.
- D. Discussion and Possible Action on Vehicle Use Policy:  
Kathy Oetker made a motion to approve the Library Vehicle Use Policy, Diane Klein seconded. All Trustees present, Duby, Frye, Klein, Oetker, Schottland and Smith, voted aye. Motion carried.
- E. Discussion and Possible Action on Closing Library for Staff Training:  
Lisa Marie Smith made a motion to close the library for staff training on Feb 7, 2020, Diane Klein seconded. All Trustees present, Duby, Frye, Klein, Oetker, Schottland and Smith, voted aye. Motion carried.
- F. Discussion and Possible Action on Scheduling Meeting of Building Development Subcommittee:  
No motion; no action

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

**12. General Good and Welfare**

**13. Adjournment**

Vice President Carolina Schottland adjourned the meeting at 8:35 p.m.

Respectfully submitted,

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Penny McMahon, Recording Secretary

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