

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 AGENDA
REGULAR MEETING, VIRTUAL
~~MEETING ROOM~~
ZOOM VIRTUAL MEETING
May 27, 2020 – 6:30 p.m.**

Round Lake Area Library is inviting you to a scheduled Zoom meeting.

Topic: Round Lake Area Library May 27, 2020 Virtual Library Board Meeting
Time: May 27, 2020 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86177600193?pwd=S2FEZkV0elOrQU8xMkxNY0xEOHpTQT09>

Meeting ID: 861 7760 0193

Password: 759606

One tap mobile

+13126266799,,86177600193#,,1#,759606# US (Chicago)

+16468769923,,86177600193#,,1#,759606# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Germantown)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

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Meeting ID: 861 7760 0193

Password: 759606

Find your local number: <https://us02web.zoom.us/j/86177600193?pwd=S2FEZkV0elOrQU8xMkxNY0xEOHpTQT09>

ANYONE WISHING EXTRA ASSISTANCE ATTENDING THIS VIRTUAL 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 6:30 p.m.

2. Roll Call

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

Carolina Schottland made a motion to approve the agenda as presented, Sarah Duby seconded. All Trustees present, Duby, Frye, Klein, 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; Sean Gilmartin, Head of Youth Services; Jian Rao, Circulation Clerk; Aleece Michalak, Youth Services Librarian; Tana Visser, Technical Services Clerk; Alisha Smaby, Circulation Assistant; Julie Bachinger, Youth Services Assistant; Edith Basir, Volunteer Coordinator; Andrea Villarreal, Circulation Clerk; Robert Krause, Adult Services Librarian; Jennifer Pugh-Hernandez, Circulation Clerk; Nichole Watson, Adult Services Assistant; Kelly Glaser, Youth Services Assistant; Izzy Andrade, Circulation Clerk; Maria Arias, Circulation Clerk; Karen Sircher, Circulation Clerk; Gail Wirtz, Technical Services Clerk.

6. Approval of Minutes

A. Minutes of Regular Board Meeting for April 22, 2020

Kathy Oetker made a motion to approve the Minutes of Regular Board Meeting for April 22, 2020, Sarah Duby seconded. All Trustees present, Duby, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

7. Financial Business

A. Bookkeeping Report

B. Vendor's List - Warrant # 755

Laura Frye made a motion to approve Warrant #755, Lisa Marie Smith seconded. On a roll call vote all Trustees present, Duby, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

8. Communications

Library staff have made and donated over 1,200 cloth masks to the community.

We held a successful Zoom Community Leader meeting on June 4th and are planning another meeting for late July.

9. Library Director's Report

Discussion of virtual programs and statistics.

10. Action Items

A. Discussion and Possible Action on Scheduling Library Board Planning Meeting:

Sarah Duby made a motion to hold the Library Board Planning Meeting on June 14, 2020 at 9:00 a.m. using Zoom, Diane Klein seconded. The following Trustees voted aye, Duby, Frye, Klein, Richmond, Schottland and Smith, Trustee Oetker abstained. Motion carried.

B. Discussion and Possible Action on A Resolution Authorizing Determination of Governmental Functions During COVID-19 Crisis:

Laura Frye made a motion to accept A Resolution Authorizing Determination of Governmental Functions During COVID-19 Crisis, Lisa Marie seconded. On a roll call vote all Trustees present, Duby, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

C. Discussion and Possible Action on FY 2019-2020 Year End Budget Adjustments:

Carolina Schottland made a motion to approve FY 2019-2020 Year End Budget Adjustments as presented, Laura Frye seconded. On a roll call vote all Trustees present, Duby, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

D. Discussion and Possible Action on Personnel Salaries:

Laura Frye made a motion to continue paying staff as stated in the proposed fashion, listed below, Carolina Schottland seconded. On a roll call vote all Trustees present, Duby, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

Staff will be paid their normal rate of pay for their normal schedule of hours, whether working remotely or working in the building. The library will continue providing the same benefits without any interruption to those who receive benefits. All regular deductions and/or contributions will be deducted from each employee's pay as normal. Full-Time staff are expected to check their emails daily Monday- Friday. Part-Time staff should check their emails

with the same frequency they would have been to work (If an employee works 3 days a week, they should check email once on each of those days). Beyond working assigned shifts onsite at the library and reading emails, staff should work remotely on assigned projects up to their scheduled hours. It is understood that not all staff will be able to work their full hours in a remote fashion but the Library trusts staff to work to the best of their ability. This plan will be reevaluated at the August 26, 2020 Library Board Meeting. The Director has discretion to amend the directives in this motion to meet the library's scheduling and staffing needs until that time.

11. **Executive Session:** None

12. **General Good and Welfare**

13. **Adjournment**

President Anne Richmond adjourned the meeting at 8:02 p.m.

Name: _____ Date: _____
Robbyn Allbee, Recording Secretary

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