

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
Building Project Committee Meeting Agenda
Meeting Room
December 7, 2021 – 6:30 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 Order at 6:43 p.m.

2. **Roll Call**

Sarah Duby	P	Anne Richmond	P
Kathy Oetker	P	Carolina Schottland	P

Jim DiDonato, Executive Director P

3. **Approval of Agenda**

Sarah Duby made a motion to approve the Agenda as presented, Carolina Schottland seconded. On a Roll Call vote all Trustees present, (Duby, Richmond and Schottland), voted aye. Motion carried.

4. **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

5. **Approval of Minutes:** None

Recent Activity:

- Jim and Robbyn met with Joe Huberty and building engineers to discuss the feasibility study update on December 1st. The tentative plan is to have a first draft to the library by January 15th.
- Jim and trustees added names to the list of potential Friends members and individuals who may be interested in helping with the referendum info campaign. Jim will look into gathering names of book club participants and frequent users of our services and collection. The next Friends meeting is tentatively scheduled for January 19th.
- Jim and managers discussed space needs in their departments for drafting the first portion of the Space Needs Assessment update which focuses on the needs for our current level of services.

Discussion: Most of this meeting's discussion focused on concerns trustees have with the amount of space available for current library services, resources, and staffing. Highlights from this conversation are listed below.

- Satisfied with space for patrons? No
- Privacy for passport area; we need space for people to share private information
- Need an area for staff to collect donations, sort, then display or sell those
- Different, expanded space for Library of Things – the collection of items
- Additional space to work on items in the X-lab, including resources in the Library of Things; there is simply no room to enjoy working on any project. There should also be dedicated storage or workspace for these resources.
- Storage space for program supplies and resources, decorations, etc.
- Staff space: we do not have enough for staff to move around
- We need to address egress issues mentioned by Joe Huberty
- We need room to store tables in addition to the ones we already have in the Meeting Room. We don't have any place to store the whiteboards. Trustees noted we keep moving items around the library to provide space as needed. It would be more efficient for each meeting space to have its own storage space to hold tables, chairs, whiteboards, etc..
- Need additional spaces, beyond Meeting Room: conference rooms, study areas, etc.

- Charging stations for tablets and phones. We can look into getting tables that are wired with outlets in our current space.
- HVAC: There are too many issues to mention here.
- Upgrade to RFID: not enough space to install a conveyor/sorter
- Layout space for Community Engagement: it's pretty much nonexistent; staff move to locations available wherever they can find space for each project
- No space for a Business Center
- Parking Lot is tight when we have large programs
- Youth Services:
 - There is no space for any real interactive displays: Lite Brite Wall, light table, etc.
 - There is no space for parents to read to their kids; no family space. Parents currently sit on the floor when reading with their children.
 - We have only one space, the Activity Room, for children's programs. The Meeting Room is available but only when that space isn't being used for another program; a frequent issue the past several years.
- "mom" pod, autism / sensory pods
- Tech ready rooms: place that has an Owl, projector, whiteboard, etc.

- Potential options for relieving the pressure on space constraints:
 - Provide In-house devices for patrons to use throughout the library instead of sitting at computer stations. The library currently provides Chromebooks for patrons to use in-house. We will look into providing Kindles and/or iPads.
 - Reevaluate the magazine and newspaper area to see if it could be arranged to provide more space.
 - Look into providing a themed Kindle, like "the New York Times" kindle/iPad or the Daily Herald tablet; an option if we adjust the magazine / newspaper area.
 - Traveling library: Is it feasible to setup a library "station" at places around the district, say at grocery stores or laundromats for a few hours to let people browse and check out material.
 - Can we relocate the microfilm and reconfigure the space for something more popular?
 - What meeting spaces do neighboring libraries have?
 - Review popularity of the self-check to consider adding another machine.
 - Determine the percentage of salaried staff who have access to a windowed office? Jim guestimates about 40% of staff work in a windowless office space.
 - Trustees considered but decided it is not feasible to have a "hot desk" in staff offices, especially for circ work area
 - Parking Lot Lighting: Jim will look into the cost of installing a light pole at a previously used connection point adjacent to the berm along Hart Rd.

Moving Forward:

- The library should start looking for bond council so we're prepared to hold training and work on verbiage for the referendum.
- Trustees are interested in hearing how Wauconda's building project is going. Jim will work to schedule them to speak at an upcoming board meeting.
- Anne asked everyone to recruit Friends

6. Action Items

A. Discussion and Possible Action on Scheduling Building Project Committee Meeting:

The committee will schedule their next meeting after receiving a draft of the Feasibility Study update from Joe Huberty.

7. Executive Session: No Executive Session was held

8. General Good and Welfare

Adjournment: President Anne Richmond adjourned the meeting at 8:22 p.m.

Respectfully Submitted,

Name: _____ Date: _____
 Jim DiDonato, Recording Secretary

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