

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
REGULAR BOARD MEETING MINUTES
MEETING ROOM
December 15, 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 6:36 p.m., with the following statement: The library has determined that an in-person meeting is not practical or prudent at this time given the current COVID positivity rate in Lake County and the new Omicron variant and is holding the December 15, 2021 Library Board Meeting remotely due to this pandemic disaster as provided for under the Governor's Disaster Proclamation dated December 10, 2021.

2. Roll Call

Bryan Beyersdorf	A	Kathy Oetker	P via Zoom
Sarah Duby	P via Zoom	Anne Richmond	P
Melanie Francisco	A	Carolina Schottland	P via Zoom
Laura Frye	A		

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

Sarah Duby made a motion to approve the Agenda as presented, Carolina Schottland seconded. On a Roll Call vote all Trustees present, (Duby, 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.

Jerry Dietz, Library Attorney; Courtney Clement, Auditor, Lauterbach & Amen

6. Presentation(s)

A. Audit Report, Courtney Clement, Lauterbach & Amen:
Courtney Clement summarized the Fiscal Year 2020-2021 Audit for the Board

7. Approval of Minutes / Consent Agenda

A. Building Project Committee Meeting Minutes - October 12, 2021
B. Regular Board Meeting Minutes – October 27, 2021
C. Building Project Committee Meeting Minutes – November 9, 2021
D. Regular Board Meeting Minutes - November 17, 2021

Sarah Duby made a motion to approve the Minutes listed above in 7A. – 7D., Carolina Schottland seconded. On a Roll Call vote all Trustees present, (Duby, Oetker, Richmond and Schottland), voted aye. Motion carried.

8. Financial Business

- A. Bookkeeping Report
- B. Vendor's List - Warrant # 774

Anne Richmond made a motion to Approve Warrant #774, Sarah DUBY seconded. On a Roll Call vote all Trustees present, (Duby, Oetker, Richmond and Schottland), voted aye. Motion carried.

9. **Department Report:** Circulation, Margarita Rodriguez, Head of Circulation
Tabled to a later, in-person meeting

10. **Communications**

- The Board received a Thank You card from the employees for holiday gift cards
- Event information about the February 21, 2022 President's Day Library Legislative Breakfast
- Kudos and congratulations letter for Outstanding achievement for Passport Services from State Department

11. **Library Director's Report**

12. **Action Items**

- A. Discussion and Possible Action on FY 2020-2021 Audit (75 ILCS 16/30-45; 35 ILCS 200/30-30 and 50 ILCS 310/1)

Sarah DUBY made a motion to approve the FY 2020-2021 Audit, Kathy Oetker seconded. On a Roll Call vote all Trustees present, (Duby, Oetker, Richmond and Schottland), voted aye. Motion carried.

- B. Discussion and Possible Action on Approving FY 2021-2022 Per Capita Grant Application

Sarah DUBY made a motion to approve the FY 2021-2022 Per Capita Grant Application, Carolina Schottland seconded. On a Roll Call vote all Trustees present, (Duby, Oetker, Richmond and Schottland), voted aye. Motion carried.

13. **Executive Session:** No Executive Session was held

14. **General Good and Welfare**

15. **Adjournment**

President Anne Richmond adjourned the meeting at 7:06 p.m.

Respectfully Submitted,

Name: _____ Date: _____
Robbyn Allbee, Recording Secretary

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