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**ROUND LAKE AREA LIBRARY
BOARD OF TRUSTEES
BOARD MEETING MINUTES
REGULAR MEETING
MEETING ROOM
(HYBRID VIRTUAL MEETING)
June 23, 2021 – 6:30 p.m.**

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.

Zoom Login Information

Topic: Round Lake Area Library June 23, 2021 Virtual Library Board Meeting
Time: Jun 23, 2021 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81800039050?pwd=UE1xNUdmUE9qSXorR1hPT3ZWbjNDQT09>

Meeting ID: 818 0003 9050

Passcode: 681579

One tap mobile

+13126266799,,81800039050#,,,,*681579# US (Chicago)

+13017158592,,81800039050#,,,,*681579# US (Washington DC)

1. Call to Order

President Anne Richmond called the meeting to order at 6:34 p.m.

2. Roll Call

Bryan Beyersdorf	A	Kathy Oetker	6:44 p.m.
Sarah Duby	P	Anne Richmond	P
Melanie Francisco	P	Carolina Schottland	P
Laura Frye	6:56 p.m.		

Jim DiDonato, Executive Director	P
Marina Stevens, Assistant Director	P
Robbyn Allbee, Administrative Manager	A
Cheryl Clark, Administrative Assistant	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. Melanie Francisco seconded. All Trustees present (Duby, Francisco, 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; Robbyn Allbee, Administrative Manager; John Haliotis, Head of IT; Sean Gilmartin, Head of Youth Services; Aleece Michalak, Youth Librarian; Yolanda Prado, Youth Services Library Assistant; Karen Sircher, Circulation Clerk; Robin Nokes, Circulation Clerk.

Library Attorney Jerry Dietz advised that since Meetings of the Board of Trustees have resumed in-person with streaming for some spectators, specific login information for that streaming could be eliminated from the agendas going forward. Those wishing to attend virtually could be directed to contact the library for the login information.

6. Approval of Minutes

A. Approval of Minutes of Regular Board Meeting for May 26, 2021

Sarah Duby made a motion to approve the Regular Board Meeting Minutes for May 26, 2021. Melanie Francisco seconded. All Trustees present (Duby, Francisco, Richmond, and Schottland) voted aye. Motion carried.

7. Consent Agenda:

A. Discussion and Possible Action on Ordinance 06-23-2021-NON-RES-FEE, an Ordinance Setting Non-Resident Library Card Fee

B. Discussion and Possible Action on Ordinance 06-23-2021-BML, .02% Building Maintenance Levy (75 ILCS 16/35-5 and 10 ILCS 5/28-2)

After a brief explanation of the topics in the consent agenda, Carolina Schottland made a motion to approve both items (A) Ordinance 06-23-2021-NON-RES-FEE, an Ordinance Setting Non-Resident Library Card Fee and (B) Ordinance 06-23-2021-BML, .02% Building Maintenance Levy (75 ILCS 16/35-5 and 10 ILCS 5/28-2). Sarah Duby seconded. On a Roll Call Vote, all Trustees present (Duby, Francisco, Richmond, and Schottland) voted aye. Motion carried.

8. Financial Business

A. Bookkeeping Report

B. Vendor's List - Warrant # 768A, 768B

Since Treasurer Laura Frye was not yet present at the meeting, Executive Director Jim DiDonato explained the reason for the additional warrant (#768B) as recording transactions that occurred past the usual deadline for inclusion. Employing this warrant facilitates bookkeeping regarding the end of the Fiscal Year by capturing as many June transactions as possible.

Anne Richmond made a motion to approve Warrant # 768A and Warrant #768B. Carolina Schottland seconded. On a Roll Call Vote, all Trustees present (Duby, Francisco, Richmond, and Schottland) voted aye. Motion carried.

9. Communications

Jim DiDonato noted that Trustees received the schedule for Department Head Reports to be given at future Regular Board Meetings. There was mention of the estimate for a full HVAC replacement by Helm Service and a small discussion about the next ILA conference. Jim informed the Trustees that there was great positive response and a formal Thank You for the Library's participation in the Grayslake/Round Lake Pride Drive.

Jim asked for direction in the investigations of the feasibility of replacing the aging chairs in the library's public areas. Aleece Michalak, Youth Librarian and the lead in the efforts to collect data on possible replacements, presented the options she had explored as well as described the search process and criteria that would be important for furniture that would withstand heavy use in the library environment. The current chairs are about 30 years old, and some have been so badly worn that a staff member needed to reupholster them, a process that took some know-how and an estimated three hours per chair. After discussion of the various factors in play, the Trustees directed Jim (therefore, Aleece) to consider:

- More possible sources of new chairs.
- Better rates, possibly using joint purchasing contracts or hotel liquidation suppliers.
- Firm quotes for professional reupholstering, considering our particular chairs and the volume of pieces that would need fixing.
- An inventory ranking the chairs according to which need attention most desperately in the event that we might replace or refurbish some, but not all, of the chairs.

Melanie Francisco declared that, should the library decide on having staff reupholster the chairs, she would be willing to help. Anne Richmond agreed to lend her talents as well.

10. Library Director's Report

Jim DiDonato stated that since the Director's Report was all about the Action Items, he would add his comments to the discussion of those where appropriate.

11. Action Items

C. Discussion and Possible Action on Scheduling Library Board Planning Meeting

The previous planning meeting was in 2019. Some Trustees questioned whether it might be wise to wait a bit longer to learn about Village plans that might have significant bearing on decisions the Library would make. Jim encouraged the Board to come together and discuss plans in a few months, noting a planning meeting can also serve to bring everyone up to speed on past projects and future ideas. Following a short discussion, Anne Richmond made a motion to schedule a Library Board Planning Meeting to begin at 9:00am on September 26, 2021, in the Library Meeting Room. Melanie Francisco seconded. All Trustees present (Duby, Francisco, Frye, Oetker, Richmond, and Schottland) voted aye. Motion carried.

D. Discussion and Possible Action of Closed Session Minutes - First Half of Year (5 ILCS 120/2.06)

As advised by Jerry Dietz, Library Attorney, since there were no Closed Sessions in the First Half of the Year, no motion and no action were necessary.

E. Discussion and Possible Action on Employee Health Insurance Contribution Plan

The Board discussed three possible methods for dividing the burden of future increases to Employee Health Insurance costs between the library and employees. Employees were presented with these options and asked to rank their preference; the result was that the majority preferred the third option, C, which sets a fixed employee contribution between 12-15% for those on Plan A but allows those on Plan B to pay no employee contribution. After a discussion on the exact percentage and length of commitment to this method, Laura Frye made a motion to set employee contributions to Insurance Plan A at 13% and employee contributions to Insurance Plan B at \$0 through 2024. Melanie Francisco seconded. On a Roll Call Vote, all Trustees present (Duby, Francisco, Frye, Oetker, Richmond, and Schottland) voted aye. Motion carried.

F. Discussion and Possible Action on Minimum Wage and Salary Compression Adjustment Plan

The Board reviewed the information supplied in the Board Packet and the Director's Report. Jim DiDonato and Marina Stevens explained and clarified the information in various reports and how it might relate to the decision on an option for bringing staff wages up to the rising minimum wage. Trustees were interested in seeing individual staff salaries and how they would be affected in different scenarios rather than the salary ranges presented. After discussing the topic, the Board directed Jim to gather individual staff data and present it in a way that does not clearly identify individuals. Data for each employee would be projected through the proposed methods that Trustees felt were most promising. These results will be reported for methods 2 and 4.

G. Discussion and Possible Action on Director's Review and Contract Agreement

Anne Richmond said that she was currently combining elements of various other libraries' surveys to redesign the survey that the Board uses in the Director evaluation process. All Trustees are invited to look at the project and contribute their suggestions. Because the survey is not ready, Anne Richmond made a motion to extend the Director's contract for 90 days and plan to do the Director's Review and Contract Agreement at the September 22, 2021 Regular Board Meeting. Laura Frye seconded. On a Roll Call Vote, all Trustees present (Duby, Francisco, Frye, Oetker, Richmond, and Schottland) voted aye. Motion carried.

At this time Treasurer Laura Frye was invited to comment on financial business. Laura Frye stated that she had nothing to add to the information already presented by Jim.

12. Executive Session: None

13. General Good and Welfare

14. Adjournment

President Anne Richmond adjourned the meeting at 8:37 p.m.

Respectfully Submitted,

Name: _____ Date: _____
Cheryl Clark, Acting Recording Secretary

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