

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  
November 17, 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 to order at 6:34 p.m. Due to issues associated with the COVID pandemic Laura Frye was approved to attend virtually.

**2. Roll Call**

Bryan Beyersdorf	A	Kathy Oetker	P, 6:41
Sarah Duby	P	Anne Richmond	P
Melanie Francisco	P	Carolina Schottland	P
Laura Frye	P, 6:42 via Zoom		
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. 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.*

**6. Presentation(s)**

Referendum Review with Jennifer Drinka, Director, Antioch Library  
Jennifer discussed her experience while planning for the Antioch Library's referendum. Highlights from the presentation include:

- Start providing information to the public no more than one year before the election
- Training is necessary for everyone after board passes a resolution for the referendum
- Do not respond to negative Social Media posts
- Grow a thick skin, realize attacks are not personal
- Referendum pass more often during a General Election
- While at work, no one can advocate for a Yes vote, only information can be given out
- Chapman and Cutler Law Office can provide training

**7. Approval of Minutes**

- A. Building Project Committee Meeting Minutes - October 12, 2021 - Tabled
- B. Building Project Committee Meeting Minutes – November 9, 2021 - Tabled

**8. Financial Business**

- A. Bookkeeping Report
- B. Vendor's List - Warrant # 773
  - Laura Frye made a motion to accept Warrant #773, Melanie Francisco seconded. On a Roll call vote all Trustees present, (Duby, Francisco, Frye, Oetker, Richmond and Schottland), voted Aye. Motion carried.

- Laura Frye made a motion to accept Supplemental Warrant #773 A, Melanie Francisco seconded. On a Roll call vote all Trustees present, (Duby, Francisco, Frye, Oetker, Richmond and Schottland), voted Aye. Motion carried.

9. **Department Report:** Penny McMahon, Head of Technical Services

Penny McMahon illustrated the steps that are involved with adding Realia (nonprint or AV items; three-dimensional objects from real life such as tools, binoculars, umbrellas, sewing machines). We have added several items to our collection of Library of Things, all of which require specialized processing and data entry before these items appear in the catalog for patrons.

10. **Communications**

- Flyer, "Chat with the Director"
- Application submission for National Medal for Museum and Library Services Award

11. **Library Director's Report**

12. **Action Items**

A. Discussion and Possible Action on Ordinance 11-17-2021-TLO, Tax Levy Ordinance – AN ORDINANCE PROVIDING FOR LEVYING AND ASSESSING TAXES OF ROUND LAKE AREA PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS, FOR 2021 TAX LEVY (THE FISCAL YEAR BEGINNING JULY 1, 2021, AND ENDING JUNE 30, 2022)

Sarah Duby made a motion to approve Ordinance 11-17-2021-TLO, Melanie Francisco seconded. On a Roll call vote all Trustees present, (Duby, Francisco, Frye, Oetker, Richmond and Schottland), voted Aye. Motion carried.

B. Discussion and Possible Action on Space Needs Assessment Update

Melanie Francisco made a motion to approve engaging space planning consultant, Fred Schlipf, to update the 2012 Space Needs Assessment at a cost not to exceed \$6,200.00, Sarah Duby seconded. On a Roll call vote all Trustees present, (Duby, Francisco, Frye, Oetker, Richmond and Schottland), voted Aye. Motion carried.

C. Discussion and Possible Action on Ordinance Providing for Disposal of Surplus Property

Sarah Duby made a motion to approve Ordinance 11-17-2021-SURPLUS, to provide chairs recently removed from service to the general public at no cost, Melanie Francisco seconded. All Trustees present, (Duby, Francisco, Frye, Oetker, Richmond and Schottland), voted Aye. Motion carried. Trustees requested staff post an announcement for the chairs to Facebook and share with community partners.

13. **Executive Session:** (5 ILCS 120/2(c)(5)), (5 ILCS 120/2(c)(6))

No Executive Session was held.

14. **General Good and Welfare**

15. **Adjournment**

President Anne Richmond adjourned the meeting at 8:30 p.m.

Respectfully Submitted,

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Robbyn Allbee, Recording Secretary

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