

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  
April 27, 2022 – 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.

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**1. Call to Order**

President Anne Richmond called the meeting to Order at 6:35 p.m.

**2. Roll Call**

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

Sarah Duby made a motion to Approve the Agenda as presented, Laura Frye seconded. All Trustees present, (Duby, Francisco, Frye, 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; Kyle Harding, Chapman and Cutler

**6. Presentation(s)**

- Bond Counsel: Kyle Harding representing Chapman and Cutler provided an overview of the firm's services and disseminated an information packet.

**7. Approval of Minutes / Consent Agenda**

- A. Building Project Committee Meeting Minutes - March 22, 2022
  - B. Regular Board Meeting Minutes – March 23, 2022
  - C. Building Project Committee Meeting Minutes - April 7, 2022
- Carolina Schottland made a motion to approve the Consent Agenda, Sarah Duby seconded. All Trustees present, (Duby, Francisco, Frye, Richmond and Schottland), voted Aye. Motion carried.

**8. Financial Business**

- A. Bookkeeping Report
  - B. Vendor's List - Warrant # 778
- Laura Frye made a motion to approve Warrant #778, Melanie Francisco seconded. On a Roll Call Vote, all Trustees present, (Duby, Francisco, Frye, Richmond and Schottland), voted Aye. Motion carried.

9. **Communications**

None

10. **Library Director’s Report**

Jim presented the Directors Report as written. Trustees discussed in person Department Head reports and decided to put them on hiatus until October at the earliest.

11. **Action Items**

A. Action on Motion Honoring Laura Frye for Service to the Library

Sarah DUBY made a motion to honor Laura Frye for her service to the Library, Carolina Schottland seconded. All Trustees present, (Duby, Francisco, Frye, Richmond and Schottland), voted Aye. Motion carried.

B. Discussion and Possible Action on Electing Officers

Anne Richmond nominated Kathy Oetker for Treasurer and Sarah DUBY for Secretary, Laura Frye seconded. All Trustees present, (Duby, Francisco, Frye, Richmond and Schottland), voted Aye. Motion carried.

C. Discussion and Possible Action on Scheduling FY 2022-2023 Regular Board Meeting Dates (5 ILCS 120/2.03 and 75 ILCS 16/30-50)

Sarah DUBY made a motion to meet on dates/times listed in Option 1 of the schedule possible dates, Laura Frye seconded. All Trustees present, (Duby, Francisco, Frye, Richmond and Schottland), voted Aye. Motion carried. Dates and times for FY 2022-2023 Regular Meeting Dates are as follows:

All meetings are scheduled to start at 6:30 pm in the library’s Meeting Room unless otherwise noted. All meetings will also be available online to allow for remote/virtual participation.	
July 27, 2022 August 24, 2022 September 28, 2022 October 26, 2022 November 16, 2022 (week before Thanksgiving) December 21, 2022 (week before Christmas)	January 25, 2023 February 22, 2023 March 22, 2023 April 26, 2023 May 24, 2023 June 28, 2023

D. Discussion and Possible Action on Scheduling a Special Meeting to Interview and Appoint Prospective Board Trustees

Sarah DUBY made a motion to set a deadline for applications of 13 May 2022 with an Interview meeting scheduled for 19 May 2022 at 7:00 p.m. in the Meeting Room, Carolina Schottland seconded. All Trustees present, (Duby, Francisco, Frye, Richmond and Schottland), voted Aye. Motion carried.

E. Discussion and Possible Action on Scheduling a Special Meeting to Conduct Strategic Planning

Laura Frye made a motion to schedule a Special Meeting to Conduct Strategic Planning on 11 May 2022 at 7:00 p.m., Melanie Francisco seconded. All Trustees present, (Duby, Francisco, Frye, Richmond and Schottland), voted Aye. Motion carried.

F. Discussion and Possible Action on Technology & Internet Policy

Laura Frye made a motion to approve the Technology & Internet Policy as written, Sarah DUBY seconded. All Trustees present, (Duby, Francisco, Frye, Richmond and Schottland), voted Aye. Motion carried.

G. Discussion and Possible Action on Reference Policy

Carolina Schottland made a motion to approve the Reference Policy as written, Laura Frye seconded. All Trustees present, (Duby, Francisco, Frye, Richmond and Schottland), voted Aye. Motion carried.

H. Discussion and Possible Action on Customer Service Policy

Laura Frye made a motion to approve the Customer Service policy as written, Melanie Francisco seconded. All Trustees present, (Duby, Francisco, Frye, Richmond and Schottland), voted Aye. Motion carried.

I. Discussion and Possible Action on Replacing Compressor

Sarah DUBY made a motion to replace the HVAC Compressor with the cost not to exceed \$11,000, Laura Frye seconded. On a Roll Call Vote, all Trustees present, (Duby, Francisco, Frye, Richmond and Schottland), voted Aye. Motion carried.

12. **Executive Session:**

None

13. **General Good and Welfare**

14. **Adjournment**

President Anne Richmond adjourned the meeting at 8:42 p.m.

Respectfully Submitted,

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

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Sarah DUBY,  
Secretary, Library Board of Trustees