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**ROUND LAKE AREA LIBRARY BOARD OF TRUSTEES
REGULAR BOARD MEETING MINUTES
MEETING ROOM
February 23, 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.

1. Call to Order

President Anne Richmond called the meeting to order at 6:32 p.m.

2. Roll Call

Bryan Beyersdorf	P	Kathy Oetker	P 6:41 p.m.
Sarah Duby	P Via Zoom	Anne Richmond	P
Melanie Francisco	P	Carolina Schottland	P
Laura Frye	P 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

Approval of Agenda

Laura Frye made a motion to approve the agenda, Carolina Schottland seconded. All Trustees present, (Beyersdorf, Duby, Francisco, Frye, 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; Karen Sircher, Circulation Clerk

5. Presentation(s)

Four strategic / long range planning firms will be presenting information about each of their services.

- Fast Forward Libraries; Amanda Standerfer
- ReThinking Libraries, LLC; Janet Nelson / Rob Cullin
- Sarah Keister Armstrong & Associates; Sarah Armstrong
- Library Strategies Consulting Group / The Friends of the Saint Paul Public Library; Betsy Bartholomew

There was no presentation from Library Strategies Consulting Group. The other three presenters provided information regarding their services. Associated files and information are in the Board's packet

6. Approval of Minutes / Consent Agenda

A. Regular Board Meeting Minutes – January 26, 2022

Bryan Beyersdorf made a motion to approve the Regular Board Meeting Minutes for January 26, 2022, Sarah Duby seconded. All Trustees present, (Beyersdorf, Duby, Francisco, Frye, Oetker, Richmond and Schottland), voted aye. Motion carried.

7. Financial Business

A. Bookkeeping Report

B. Vendor's List - Warrant # 776

Laura Frye made a motion to approve Warrant 776, Carolina Schottland seconded. On a Roll Call vote, all Trustees present, (Beyersdorf, Duby, Francisco, Frye, Oetker, Richmond and Schottland), voted aye. Motion carried.

8. Department Report: Sean Gilmartin, Head of Youth Services

Tabled to March 23, 2022 Board Meeting

9. Communications

- Library Newsletter - Spring, 2022
- Legislative Palm Card for 2022 Legislative Breakfast
- Quote to Install Light Pole on South Side of Parking Lot
- Article - Appellate Court Finds Appeal of TRO in School Mask Mandate Challenge - Moot - Municipal Minute
- Mask Survey of Other Libraries - February, 2022
- RLAS-116 February 22, 2022 Updated Health and Safety Protocols

10. Library Director's Report

11. Action Items

A. Discussion and Possible Action on Conducting a Strategic / Long Range Plan

The Board asked Jim to look into pricing structures and references

B. Discussion and Possible Action on Insurance Proposal

Carolina Schottland made a motion to approve the quote for coverage through broker, Heil & Heil, Kathy Oetker seconded. On a Roll Call vote, all Trustees present, (Beyersdorf, Duby, Francisco, Frye, Oetker, Richmond and Schottland), voted aye. Motion carried.

C. Discussion and Possible Action on Ordinance Authorizing Certain Interfund Transfers Midyear FY 2021-2022

Laura Frye made a motion to approve Ordinance Number, 02-23-2022-IFT, authorizing midyear interfund transfers, Carolina Schottland seconded. On a Roll Call vote, all Trustees present, (Beyersdorf, Duby, Francisco, Frye, Oetker, Richmond and Schottland), voted aye. Motion carried.

D. Discussion and Possible Action on Service Plan Related to COVID-19

Carolina Schottland made a motion to approve the service plan with the following amendments to the section, **Facemask Protocol – For Patrons and Staff:**

- ~~Anyone who has not been fully vaccinated must wear a mask. [stricken]~~
- ~~Children under 5 are currently (as of February 23, 2022) unable to be vaccinated. [stricken]~~
- For all individuals, vaccinated or unvaccinated, we will follow current IDPH and/or [added] CDC recommendations for masking in public indoors in our county.

Bryan Beyersdorf seconded. All Trustees present, (Beyersdorf, Duby, Francisco, Frye, Oetker, Richmond and Schottland), voted aye. Motion carried.

E. Discussion and Possible Action on Collection Development Policy

Sarah Duby made a motion to approve the Collection Development Policy, Carolina Schottland seconded. All Trustees present, (Beyersdorf, Duby, Francisco, Frye, Oetker, Richmond and Schottland), voted aye. Motion carried.

F. Discussion and Possible Action on Technology and Internet Policy

Trustees recommended addition of language to include in-house and externally circulating materials. Motion tabled.

G. Discussion and Possible Action on Solicitation Policy

Sarah Duby made a motion to approve the Solicitation Policy, Laura Frye seconded. The following Trustees, (Beyersdorf, Duby, Frye, Oetker, Richmond and Schottland), voted aye. Melanie Francisco stepped out of the room prior to the vote. Motion carried.

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

Carolina Schottland made a motion to approve Ordinance Number 02-23-2022-SURPLUS, declaring various computer equipment as surplus and be disposed of, Bryan Beyersdorf seconded. On a Roll Call vote, all

Trustees present, (Beyersdorf, Doby, Francisco, Frye, Oetker, Richmond and Schottland), voted aye. Motion carried.

- I. Discussion and Possible Action on Scheduling a Meeting of the Building Development Subcommittee
President Anne Richmond will send out various dates for a meeting.

12. **Executive Session:** No Executive Session

13. **General Good and Welfare**

14. **Adjournment**

President Anne Richmond adjourned the meeting at 9:22 p.m.

Respectfully Submitted,

Name: _____ Date: _____
Robbyn Allbee, Recording Secretary

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