

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
March 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 6:33 p.m.

2. Roll Call

Bryan Beyersdorf	A	Kathy Oetker	7:21 p.m.
Sarah Duby	P	Anne Richmond	P
Melanie Francisco	P	Carolina Schottland	P
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. The following Trustees, (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; Sean Gilmartin, Head of Youth Services; Maggie Rodriguez, Head of Circulation and Passport Manager.

6. Presentation(s)

Sean Gilmartin reported on the project to provide every student in RLASD116 a library card.

7. Approval of Minutes / Consent Agenda

A. Regular Board Meeting Minutes – February 23, 2022
Melanie Francisco made a motion to approve the Regular Board Meeting Minutes from February 23, 2022, Sarah Duby seconded. The following Trustees, (Duby, Francisco, Richmond and Schottland), voted Aye. Motion carried.

8. Financial Business

A. Bookkeeping Report
B. Vendor's List - Warrant # 777
Anne Richmond made a motion to approve Warrant #777, Sarah Duby seconded. On a Roll Call vote the following Trustees, (Duby, Francisco, Richmond and Schottland), voted Aye. Motion carried.

9. **Department Report:** Maggie Rodriguez, Head of Circulation
Maggie Rodriguez updated the Board regarding Circulation Stats and Passport activity.
10. **Communications**
Response to question on definition of occurrence form insurance carrier
Guidelines from various agencies son the new Statement of Economic Interest form
Daily Herald Readers' Choice Award voting information – for the library
11. **Library Director's Report:** Jim presented the Library's Director's Report
12. **Action Items**
 - A. Discussion and Possible Action on Closing Library for Staff Training
Melanie Francisco made a motion to close the library for staff training on May 20, 2022, Sarah DUBY seconded. The following Trustees, (DUBY, Francisco, Richmond and Schottland), voted Aye. Motion carried.
 - B. Discussion and Possible Action on Conducting a Strategic / Long Range Plan
Melanie Francisco made a motion to accept the proposal from Fast Forward Libraries in the amount of \$23,500 plus additional fees for Spanish translation if necessary, Sarah DUBY seconded. On a Roll Call vote the following Trustees, (DUBY, Francisco, Oetker, Richmond and Schottland), voted Aye. Motion carried.
 - C. Discussion and Possible Action on Programming Policy
Melanie Francisco made a motion to approve the Programming Policy, Sarah DUBY seconded. The following Trustees, (DUBY, Francisco, Oetker, Richmond and Schottland), voted Aye. Motion carried.
 - D. Discussion and Possible Action on Reference Policy
Tabled for addition of recommended changes in verbiage
13. **Executive Session:** No Executive Session
14. **General Good and Welfare**
15. **Adjournment**
President Anne Richmond adjourned the meeting at 7:51 p.m.

Respectfully Submitted,

Name: _____ Date: _____
Robbyn Allbee, Recording Secretary

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