

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  
October 26, 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 6:34 p.m.

**2. Roll Call**

Bryan Beyersdorf	A	Sherry Perkowitz	7:00 p.m.
Sarah Duby	P	Anne Richmond	P
Melanie Francisco	P	Carolina Schottland	P
Kathy Oetker	6:40 p.m.		

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.*

Jerry Dietz, Library Attorney; Karolyn Nance, resident

**6. Approval of Minutes**

**A. September 28, 2022 – Regular Board Meeting:**

Carolina Schottland made a motion to approve the September 28, 2022 – Regular Board Meeting Minutes, Melanie Francisco seconded. All Trustees present, (Duby, Francisco, Richmond, and Schottland), voted aye. Motion carried.

**B. October 11, 2022 - Special Meeting to Discuss Building Expansion Project:**

Sarah Duby made a motion to approve the October 11, 2022 - Special Meeting to Discuss Building Expansion Project Minutes, Carolina Schottland seconded. All Trustees present, (Duby, Francisco, Richmond, and Schottland), voted aye. Motion carried.

**7. Financial Business**

**A. Bookkeeping Report**

**B. Vendor's List - Warrant # 784**

Kathy Oetker made a motion to approve Warrant #784, Carolina Schottland seconded. On a Roll Call vote the following Trustees, (Duby, Francisco, Oetker, Perkowitz, Richmond, and Schottland), voted aye. Motion carried.

**8. Presentation: Semi Annual Department Reports**

Trustees were presented a School House Rock type of presentation by Department Heads, (Gilmartin, Mc Mahon, Allbee, Smaby, Stevens, and Lopez), to explain how a Library of Things item joins the collection. While there was no singing, Trustees were shown how the different departments work together to bring these items to our patrons. Trustees were also directed to check out an updated list of department happenings included with the board packet.

**9. Communications**

**10. Library Director's Report**

Jim DiDonato briefly touched on all the documents pertaining to a referendum and building project. These documents can be found in the packet.

**11. Action Items**

A. Discussion and Possible Action on Tax Levy Estimate, Resolution 10-26-2022-TLE – A RESOLUTION DETERMINING AMOUNT OF MONEY ESTIMATED TO BE NECESSARY TO BE RAISED BY TAXATION FOR 2022 TAX LEVY FOR ROUND LAKE AREA PUBLIC LIBRARY DISTRICT

Melanie Francisco made a motion to approve Resolution 10-26-2022-TLE, Tax Levy Estimate, Sarah Duby seconded. On a Roll Call vote, the following Trustees, (Duby, Francisco, Oetker, Perkowitz, Richmond, and Schottland), voted aye. Motion carried.

B. Discussion and Possible Action on Purchasing Holiday Gift Cards for Staff

Sarah Duby made a motion to approve the library purchasing holiday gift cards for staff in the amount of \$125.00 per person, Melanie Francisco seconded. On a Roll Call vote, the following Trustees, (Duby, Francisco, Oetker, Perkowitz, Richmond, and Schottland), voted aye. Motion carried.

C. Discussion and Possible Action on Security Camera Policy

Carolina Schottland made a motion to approve the Security Camera Policy, Sherry Perkowitz seconded. All Trustees present, (Duby, Francisco, Oetker, Perkowitz, Richmond, and Schottland), voted aye. Motion carried.

D. Discussion and Possible Action on Public Relations Policy

Trustees and staff discussed various aspects of the proposed Public Relations Policy. All agreed staff would update the policy based on trustee comments. Motion Tabled

E. Discussion and Possible Action on Social Media Policy

Trustees and staff discussed various aspects of the proposed Social Media Policy. All agreed staff would update the policy based on trustee comments. Motion Tabled

F. Discussion and Possible Action on Strategic Plan

Kathy Oetker made a motion to approve the Strategic Plan in its final draft, Sarah Duby seconded. All Trustees present, (Duby, Francisco, Oetker, Perkowitz, Richmond, and Schottland), voted aye. Motion carried.

G. Discussion and Possible Action on Vision Statement

Melanie Francisco made a motion to combine two suggested phrases into one new vision statement “A lifetime of learning and connections while expanding and creating community,” Sarah Duby seconded. All Trustees present, (Duby, Francisco, Oetker, Perkowitz, Richmond, and Schottland), voted aye. Motion carried.

H. Discussion and Possible Action on Mission Statement

Carolina Schottland made a motion to add “We” to the beginning of the library’s Mission Statement, so that the full Mission Statement reads, “We engage our diverse community through resources and experiences that celebrate ideas, inspire creativity and enrich lives with exceptional personal service,” Melanie Francisco seconded. All Trustees present, (Duby, Francisco, Oetker, Perkowitz, Richmond, and Schottland), voted aye. Motion carried.

I. Discussion and Possible Action on Scheduling a Meeting to Discuss a Building Project

No Motion/No Action

**12. Executive Session:**

No Executive Session

13. **General Good and Welfare**

14. **Adjournment**

President Anne Richmond adjourned the meeting at 8:56 p.m.

Respectfully Submitted,

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

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Karolyn Wessel,  
Secretary, Library Board of Trustees