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**ROUND LAKE AREA LIBRARY BOARD OF TRUSTEES**  
**Committee of the Whole**  
**Meeting Minutes**  
**Activity Room**  
**January 11, 2023 – 6:45 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 6:50 p.m.

**2. Roll Call**

Melanie Francisco	P	Sherry Perkowitz	P
Brittany Kearby	P	Anne Richmond	P
Kathy Oetker	6:54 p.m.	Karolyn Wessel	A
Ana Perez	P		
Jim DiDonato, Executive Director	P		
Marina Stevens, Assistant Director	A		
Robbyn Allbee, Administrative Manager	P		

Brittany Kearby was sworn in as a new Trustee

**3. Pledge of Allegiance**

All present recited the Pledge of Allegiance

**4. Approval of Agenda**

Melanie Francisco made a motion to approve the agenda as written, Sherry Perkowitz seconded. All Trustees present, (Francisco, Kearby, Oetker, Perez, Perkowitz and Richmond), 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.*

No public was present

**6. Communications**

- Jim DiDonato was asked to order more copies of “Before the Ballot” and “Winning Elections”.
- 50<sup>th</sup> Anniversary party planned for February 25, 2023
- Board/Staff mixer to be held on February 22, 2023

**7. Discussion Items**

A. Timeline for March, 2024 Referendum

- Talk about the library to everyone
- Start a Social Media campaign
- Get Friends of the Library up and running
- Anne has created a PAC
- Create book marks about Friends with a QR code
- Put together a list of organizations Board Members have worked with and talk to those organizations about becoming Friends
- Have a Friends meeting in late March
- Contact library “Super Users”

- Hold a fundraiser around a specific theme

Assignments from Anne Richmond:

- Tour at least three libraries before the February 8, 2023 Committee of the Whole meeting. Make note of what you like and don't like.
- Send Anne a list of any upcoming events you are aware of where we can promote the library and discuss the Referendum

B. List of Frequently Asked Questions

- Ask Staff to write down every question they receive
- Trustees should write down every question they receive

C. Library of Information Related to New Building (Architectural Studies and Reports, Data, Assessments, and Surveys)

- Trustees would like each of the building consultants involved with the steps leading up to a referendum to provide an overview of the work they've done so everyone has a base level understanding of the reasons we're looking at a new building and the work we've done so far.
- Jim will also compile a set of files trustees can reference for each part of the project we've completed.

D. Size of Building

- Trustees would like the financial planner to provide a cost estimate to determine how large of a building the library can afford to maintain without cuts to services in a new building.

8. **Executive Session:** No Executive Session

9. **General Good and Welfare**

10. **Adjournment**

President Anne Richmond adjourned the meeting at 8:19 p.m.