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**ROUND LAKE AREA LIBRARY BOARD OF TRUSTEES**  
**Committee of the Whole**  
**Meeting Minutes**  
**Activity Room**  
**March 8, 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 6:51 p.m.

**2. Roll Call**

Melanie Francisco	P	Sherry Perkowitz	P
Brittany Kearby	P	Anne Richmond	P
Kathy Oetker	7:10 p.m.	Karolyn Wessel	A
Ana Perez	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**

Melanie Francisco made a motion to approve the agenda as presented, Ana Perez seconded. All Trustees present, (Francisco, Kearby, 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.*

Maureen Heun from Representative Laura Faver-Dias's office presented the library an official Certificate of Recognition approved by the Illinois House of Representatives for the library's 50 years of serving the community.

Information Technology Systems Administrator, John Halotis, configured new ipads with each trustee.

**6. Presentation**

Jeannie Dilger, Director of Palatine Library

Jeannie Dilger presented an overview of the Palatine Library's process to pass a referendum with a 64% yes vote. They passed a Limiting Rate Referendum, also known as an Operating Referendum. This allows funds to be used for various projects, operations, and activities, not just capital projects.

Palatine worked with PMA to decide how much funding was needed. They also used consulting services provided by EveryLibrary in preparation for the referendum.

**Trustee and Staff Questions:**

Jim: What would you do differently?

J.D.: You can never start too early to get the message out.

Anne: What were the most important things you did?

J.D.: Worked with EveryLibrary, crafting the message – What you get in return for a “Yes” vote and what you lose with a “No” vote, refine the message to the audience.

Sherry: Did you leave any groups out of the 5 minute talk?

J.D.: No, they [action committee] reached out to every organization. They had to push their way into some organizations.

Melanie: Did you know how much funding you needed? Did you have the financial component set before talking to the community?

J.D.: Palatine initially estimated a referendum for \$33 million. They revamped their message after speaking with outside groups.

Melanie: Did you know what you wanted to fund before you crafted the message? Did you know which referenda type before you crafted the message?

J.D.: “Our building doesn’t work for our community”, is where we should start with our message. With a limiting rate bond, you need to tell people what you need the money for – outreach, getting to the schools, getting to retirement homes, etc.

Melanie: When did the architectural drawings arrive?

J.D.: Concepts were available 3 months prior to the vote.

Brittany: How do you know what to put in the 5 minute presentation?

J.D.: Background information was given by staff and Vote “Yes/No” information was presented by a Trustee. Presentations ended up taking roughly 20 minutes due to all the questions. Jeannie will send Jim the Power Point Presentation they used.

Ana: Did you tailor PP presentation to questions that were asked?

J.D.: We had talking points to hit on for various audiences, (Business, PTO, Teachers), tweaked presentation all through the process.

Jim: Any regrets?

J.D.: No

Brittany: Could you have done something different to get the initial higher \$33 million estimate?

J.D.: Doesn’t know. Ballot lists tax rate, not assessed value.

Anne: Did you spend time on anything that later turned out to be a waste of time?

J.D.: Doesn’t know, not sure why people voted the way they did.

Sherry: Did you use yard signs?

J.D.: Yes. Informational compiled by the Vote Yes/No committee based on general library information. What a yes vote provides and what a no vote eliminates. Get local people to form a PAC to make the yard signs, buttons, etc.

Melanie: How much of the Library’s budget was spent on the campaign?

J.D.: Not much. Lots of info, fliers, Web site, etc. Mostly staff time.

Melanie: Were staff given extra hours?

J.D.: Yes. Exempt staff were used to go to presentations. Non-Exempt joined Vote Yes Committee on their own time.

Anne: Did you seek funding from any businesses for Vote Yes committee?

J.D.: Yes, doesn’t remember where funds came from, as this was handled strictly by the PAC and did not involve the library. Library did provide naming opportunities for fundraising.

Melanie: Were there smaller naming opportunities for individuals?

J.D.: No

Melanie: How many Trustees were on the Vote Yes committee?

J.D.: Two, otherwise it is considered a meeting.

Melanie: What did the Vote Yes committee do?

J.D.: Showed PP Presentation at several meetings throughout the community to explain why they supported the referendum.

Anne: Can we have Jim send more questions to you if we think of any?

J.D.: Absolutely

Palatine Library Statistics:

- Population: 89,000
- Registered voters: 55,000

**7. Communications**

- Trustees thanked Marina Stevens for the amazing job she did putting the 50<sup>th</sup> Anniversary Celebration together. Marina was presented with a chocolate cake from Portillo's while everyone discussed the success of the celebration.

**8. Discussion Items**

A. Review of 50<sup>th</sup> Anniversary Celebration

Trustees agreed the event was a great success! Melanie suggested the library have an open house twice per year. The next one should be scheduled close to the Referendum. A summary of the event can be found in the Board packet.

B. Update on Friends of the Library

Friends will hold their first meeting in several years at 7:00pm Thursday April 6, 2023.

**9. Library Tour**

Individual tours will be scheduled at a later date

**10. General Good and Welfare**

**11. Adjournment**

President Anne Richmond adjourned the meeting at 8:40 p.m.

Respectfully Submitted,

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Robbyn Allbee, Recording Secretary

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Karolyn Wessel

Secretary, Library Board of Trustees