

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
July 26, 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.

1. Call to Order

President Anne Richmond called the meeting to order at 7:07 p.m.

2. Roll Call

Melanie Francisco P
Brittany Kearby P
Kathy Oetker A
Ana Perez A

Sherry Perkowitz P via Zoom until 8:03 p.m. due
to power loss
Anne Richmond P
Karolyn Wessel 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

Karolyn Wessel made a motion to approve the Agenda, Brittany Kearby seconded. All Trustees present, (Francisco, Kearby, Perkowitz, Richmond and Wessel), 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.

Anna Pauls, Head of Youth Services, introduced herself to the Board.

6. Presentations:

Jim discussed the Capitol Reserve Plan

7. Approval of Minutes

A. June 28, 2023 Regular Board Meeting Minutes

Karolyn Wessel made a motion to approve the June 28, 2023 Regular Board Meeting Minutes, Melanie Francisco seconded. All Trustees present, (Francisco, Kearby, Perkowitz, Richmond and Wessel), voted Aye. Motion carried.

8. Financial Business

A. Bookkeeping Report

B. Vendor's List - Warrant 793

Anne Richmond made a motion to approve Warrant #793, Brittany Kearby seconded. On a Roll call vote, the following Trustees, (Francisco, Kearby, Perkowitz, Richmond and Wessel), voted Aye. Motion carried.

9. Communications

- Anne Richmond received the Per Capita Grant notification letter
- Jim DiDonato shared the upcoming ILA dates in Springfield

10. Library Director's Report

11. Action Items

A. Discussion and Possible Action on Library Hours and Holidays Policy

Karolyn Wessel made a motion to accept the Library Hours and Holidays Policy with the following change; close the Sunday before Memorial Day and Labor Day and treat them as official Library Holidays with associated PTO for staff, effective immediately, Brittany Kearby seconded. All Trustees present, (Francisco, Kearby, Richmond and Wessel), voted Aye. Motion carried.

B. Discussion and Possible Action on Exam Proctoring Policy

Melanie Francisco made a motion to accept the Exam Proctoring Policy, Brittany Kearby seconded. All Trustees present, (Francisco, Kearby, Richmond and Wessel), voted Aye. Motion carried.

C. Discussion and Possible Action on Public Relations Policy

Melanie Francisco made a motion to accept the Public Relations Policy, Brittany Kearby seconded. All Trustees present, (Francisco, Kearby, Richmond and Wessel), voted Aye. Motion carried.

12. Executive Session

13. General Good and Welfare

14. Adjournment

President Anne Richmond adjourned the meeting at 8:41 p.m.

Respectfully Submitted,

Name: _____ Date: _____
Robbyn Allbee, Recording Secretary

Name: _____ Date: _____
Karolyn Wessel
Secretary, Library Board of Trustees