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**ROUND LAKE AREA LIBRARY BOARD OF TRUSTEES  
REGULAR BOARD MEETING MINUTES  
MEETING ROOM  
August 28, 2024 – 6:45 p.m.  
SPECIAL RECONVENED MEETING ON SEPTEMBER 4, 2024 AT 6:45PM, TEEN ZONE**

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 6:52 p.m.

**2. Roll Call**

Melanie Francisco P	Sherry Perkowitz P
Brittany Kearby P	Anne Richmond P
Kathy Oetker P	Karolyn Wessel A
Ana Perez P	

Jim DiDonato, Executive Director P  
Marina Stevens, Assistant Director A  
Robbyn Allbee, Administrative Manager P

**3. Pledge of Allegiance**

All present recited the Pledge of Allegiance

**4. Approval of Agenda**

Motion: Melanie Francisco  
Seconded: Brittany Kearby  
Action: Carried by Voice Vote

**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; Doug Kearney; Travis Haley; DiDi Witnik (Zoom)

**6. Presentation(s):**

- A. Ehlers; Public Finance Advisors - Tami Olszewski, Senior Investment Advisor  
Tami Olszewski reviewed basic options for reinvesting funds available from recent maturities and suggested the library invest funds sooner rather than later due to potential market and interest rate volatility around the November election.
- B. Engberg-Anderson; Architectural Services - Joe Huberty, Partner  
Tabled: No Presentation

**Action on Consent Agenda**

**7. Approval of Minutes**

- A. July 31, 2024 Decennial Committee Meeting Minutes, Reconvened from July 24, 2024
- B. July 31, 2024 Regular Board Meeting Minutes, Reconvened from July 24, 2024
- C. August 14, 2024 Committee of Whole Meeting Minutes  
Motion: Melanie Francisco  
Seconded: Ana Perez  
Action: Carried by Voice Vote

## 11. Action Items

- A. Discussion and Possible Action on Ratifying Annual Report of Receipts and Disbursements for FY 2023-2024 (30 ILCS 15/1 and 15/2 [annual])
- B. Discussion and Possible Action on Ratifying Semi-Annual Report of Receipts and Disbursements for Past Six Months (January-June, 2024 (50 ILCS 305/1 [semiannual])  
Motion: Melanie Francisco  
Seconded: Ana Perez  
Action: Carried by Voice Vote

## 8. Financial Business

- A. Bookkeeping Report
- B. Vendor's List - Warrant 806  
Motion: Kathy Oetker  
Seconded: Sherry Perkowitz  
Aye: Francisco, Kearby, Oetker, Perez, Perkowitz, Richmond  
Nays: None  
Action: Carried by Roll Call

## 9. Communications

- Illinois Library Association Annual Conference Program Guide
- Library's Fall 2024 Newsletter
- Announcement: Installation of library billboard located at intersection of Routes 120 and 134. As part of our Information Campaign, the billboard is designed to highlight the many exciting things our library offers beyond just books. Design and layout are matched with that in our newsletter, eblasts, videos, and social media posts to maximize awareness in the community. The billboard will be displayed for two months. Thank you to project members Sandra, Eugenia, Juan, Cheryl, Michael, and many others.

## 10. Library Director's Report

Presented as written

## 11. Action Items

- C. Discussion and Possible Action on Certification of FY 2023-2024 Illinois Public Library Annual Report (75 ILCS 16/30-65)  
Motion: Melanie Francisco  
Seconded: Ana Perez  
Action: Carried by Voice Vote
- D. Discussion and Possible Action on FY 2023-2024 Secretary's Audit (75 ILCS 16/30-65)  
Motion: Sherry Perkowitz  
Seconded: Brittany Kearby  
Action: Carried by Voice Vote
- E. Discussion and Possible Action on FY 2023-2024 Year End Interfund Transfer Ordinance, 08-28-2024-A-IFT  
Motion: Sherry Perkowitz  
Seconded: Brittany Kearby  
Aye: Francisco, Kearby, Oetker, Perez, Perkowitz, Richmond  
Nays: None  
Action: Carried by Roll Call
- F. Discussion and Possible Action on FY 2023-2024 Year End Interfund Transfer Ordinance, 08-28-2024-B-IFT  
Motion: Sherry Perkowitz  
Seconded: Brittany Kearby  
Aye: Francisco, Kearby, Oetker, Perez, Perkowitz, Richmond  
Nays: None  
Action: Carried by Roll Call
- G. Discussion and Possible Action on Copier/Printer Service/Lease Agreement  
Motion: Ana Perez  
Seconded: Sherry Perkowitz  
Aye: Francisco, Kearby, Oetker, Perez, Perkowitz, Richmond  
Nays: None

Action: Carried by Roll Call

H. Discussion and Possible Action on Update to Strategic Facility Plan, Site Evaluation Study, Retaining Engberg-Anderson to Conduct Service  
Tabled

I. Discussion and Possible Action on Detailed Evaluation Update to Capital Repair Study, Retaining Engberg-Anderson to Conduct Service

Motion: Melanie Francisco

Seconded: Brittany Kearby

Aye: Francisco, Kearby, Perez, Perkowitz, Richmond

Nay: Oetker

Action: Carried by Roll Call

**12. Executive Session:**

No Executive Session

**13. General Good and Welfare**

**14. Adjournment**

President Anne Richmond adjourned the meeting at 8:00 p.m.

Respectfully Submitted,

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

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