

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  
BOARD MEETING MINUTES  
PLANNING MEETING  
Community Room at Avon Township Office, located at  
433 E. Washington St. in Round Lake Park, IL 60073  
May 5, 2019 – 9:00 a.m.**

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 9:18 a.m.

2. **Roll Call:**

|                                       |   |                     |   |
|---------------------------------------|---|---------------------|---|
| Sarah Duby                            | A | Anne Richmond       | P |
| Laura Frye                            | P | Carolina Schottland | P |
| Diane Klein                           | P | Lisa Marie Smith    | P |
| Kathy Oetker                          | P |                     |   |
|                                       |   |                     |   |
| Jim DiDonato, Executive Director      |   |                     | P |
| Robbyn Allbee, Administrative Manager |   |                     | P |

3. **Pledge of Allegiance:** All present recited the Pledge of Allegiance

4. **Approval of Agenda:**

Laura Frye made a motion to approve the agenda as written, Kathy Oetker seconded. All Trustees present, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted Aye. Motion carried.

5. **Public Introductions and Comments:** No public present

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.

6. **Communications:**

7. **Action Items:**

a. Discussion and Action on Fiscal Year 2019 – 2020 Planning Objectives and Goals:

No action was taken at this meeting. Trustees discussed a number of potential projects for FY 2019-2020, listed below.

Technology

- Lisa Marie recommended installing PhotoShop Elements and a computer and a flatbed scanner for patrons to convert film and VHS cassettes to digital media

Collection

- Continue growing our Library of Things collection; potential items include binoculars, STEM kits, additional Wi-Fi hotspots

- Post historical library documents and past program photos to new archival site, such as Illinois Digital Archives

#### Community Presence:

- Laundry and Literacy kits
- kiosk at Metra Station in partnership with WRLR
- Library Card Registration Events, such as at the upcoming Farmers Market

#### Newsletter

- Add a "Get to Know a Neighbor" feature to highlight patrons and their favorite book or service
- Customize checkout receipts with messages informing patrons of upcoming programs or new services
- Promote special collections / areas with greatest strengths (i.e., Spanish language and Anime and Manga collections)
- Share library use statistics and infographics to show off services we provide the community

#### Programming

- Continue adjusting program schedules to meet residents' schedules
- Develop video tutorials showing patrons how to use the library; also very beneficial for introducing individuals on the autism spectrum to the library
- Provide more sensory friendly activities and resources
- Bring in educators during Free Summer Meals for parents, from such programs as those offered through the Northern Illinois Food Bank, CLC, or area restaurants

#### Building

- Develop a plan for forming a Building Committee
- Look into acquiring state or federal construction grants
- We will not presently pursue any major renovation projects at the current building
- Discuss interest in current site with local agencies
- Determine ownership of parcel upon which building sits
- Consider a fundraising campaign with assistance from financial advisor down the road
- Employee a Financial Advisor after site acquisition to plan steps to take building project
- Check RAILS for information regarding the start of a Foundation – Friends United for Libraries

#### Building Maintenance and Repair:

- Update Smoke Detector / Fire Alarm System
- Replace aging phone system

#### Space:

- Complete projects listed in the Internal Storage Plan
- Develop more collaborative spaces
- See if there's a way to provide more private study rooms
- Address the lack of space for additional library programs and external group use of meeting space

#### Fundraising

- Redevelop Friends of the Library with a focus on fundraising for project specific services and resources; involve donors from large local companies
- Develop an annual fundraiser
- Have the friends draft a donation request letter to businesses in the area

#### Grants

- Investigate opportunities through Project Next Generation with the State Library
- Consider applying for an Autism Speaks Community Grant
- Explore opportunities through Association of Illinois School Library Educators: AISLE Blue Stem grant
- Project Specific Grants:
  - Provide online access to scanned copies of RLA High School yearbooks
  - Provide online access to old Round Lake newspapers

- Offer nutrition/education programs through Liberty Prairie Foundation, BEST, etc.

8. **General Good and Welfare:** None

9. **Adjournment:** President Anne Richmond adjourned the meeting at 1:30 p.m.

Respectfully submitted,

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

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Kathy Oetker,  
Secretary, Library Board of Trustees