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**ROUND LAKE AREA LIBRARY
BOARD OF TRUSTEES
BOARD MEETING MINUTES
REGULAR MEETING, VIRTUAL
MEETING ROOM
ZOOM VIRTUAL MEETING
August 26, 2020 – 6:30 p.m.**

ANYONE WISHING EXTRA ASSISTANCE ATTENDING THIS VIRTUAL 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.

Round Lake Area Library is inviting you to a scheduled Zoom meeting.

Topic: Round Lake Area Library August 26, 2020 Virtual Budget & Appropriation Hearing AND Library Board Meeting
Time: Aug 26, 2020 06:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89942788007?pwd=UGdWSVk1QzZ0WU9wbXdKcm0zaStqdz09>

Meeting ID: 899 4278 8007

Passcode: 759606

One tap mobile

+13126266799,,89942788007#,,,,,0#,,759606# US (Chicago)

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Dial by your location

+1 312 626 6799 US (Chicago)

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Meeting ID: 899 4278 8007

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Find your local number: <https://us02web.zoom.us/j/89942788007?pwd=UGdWSVk1QzZ0WU9wbXdKcm0zaStqdz09>

1. Call to Order

President Anne Richmond called the meeting to order at 6:32 p.m.

2. Roll Call

Sarah Duby	P	Anne Richmond	P
Laura Frye	6:35 p.m.	Carolina Schottland	P
Kathy Oetker	6:38 p.m.	Lisa Marie Smith	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

Sarah DUBY made a motion to approve the agenda as presented, Lisa Marie Smith seconded. On a Roll Call vote all Trustees present, DUBY, Richmond, Schottland and Smith, 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.

Jerry Dietz, Library Attorney; Sean Gilmartin, Head of Youth Services; Edith Basir, Volunteer Coordinator; Maggie Rodriguez, Head of Circulation; John Haliotis, Head of IT
Aleece Michalak, Jesus Mendoza, Jian Rao, Karen Sircher, Karan Storlie, Jennifer Pugh-Hernandez, Nichole Watson, Kelly Glaser, Julie Bachinger, Ana Ramirez, Gabriella Milan, Isabel Andrade

6. Approval of Minutes

A. Minutes of Regular Board Meeting for July 22, 2020

Carolina Schottland made a motion to approve the minutes for the Regular Board Meeting for July 22, 2020, Lisa Marie seconded. On a Roll Call vote all Trustees present, DUBY, Frye, Richmond, Schottland and Smith, voted Aye. Motion carried.

7. Financial Business

A. Bookkeeping Report

B. Vendor's List - Warrant # 758

Laura Frye made a motion to Approve Warrant #758, Carolina Schottland seconded. On a Roll Call vote all Trustees present, DUBY, Frye, Oetker, Richmond, Schottland and Smith, voted Aye. Motion carried.

8. Communications

9. Library Director's Report

In addition to the Library Director's Report, the following Department Heads gave a brief department update: Sean Gilmartin (Youth Services), Robbyn Allbee (Administration and Maintenance), Marina Stevens (Assistant Director and Adult Services), Maggie Rodriguez (Circulation), and John Haliotis (Information Technology).

10. Action Items

A. Action on Motion Honoring Diane Klein for Service to the Library

Anne Richmond read aloud and proposed approving a motion Honoring Diane Klein for her service to the Library Board, Laura Frye seconded. On a Roll Call vote all Trustees present, DUBY, Frye, Oetker, Richmond, Schottland and Smith, voted Aye. Motion carried.

B. Discussion and Possible Action on Scheduling a Special Meeting to Interview Trustee Candidates for an Open Position

Trustees directed Jim to post notices in the library, on social media accounts and library website, with local units of Government, and Graylake Patch requesting applications for the open Board position. Application are due September 20th and will be presented to trustees at the September 23rd board meeting.

C. Discussion and Possible Action on FY 2019-2020 Secretary's Audit (75 ILCS 16/30-65)

Anne Richmond made a motion to approve the FY 2019-2020 Secretary's Audit, Carolina Schottland seconded. On a Roll Call vote all Trustees present, DUBY, Frye, Oetker, Richmond, Schottland and Smith, voted Aye. Motion carried.

D. Ratify Annual Report of Receipts and Disbursements for FY 2019-2020 (30 ILCS 15/1 and 15/2 [annual])

Lisa Marie Smith made a motion to Ratify Annual Report of Receipts and Disbursements for FY 2019-2020, Sarah DUBY seconded. On a Roll Call vote all Trustees present, DUBY, Frye, Oetker, Richmond, Schottland and Smith, voted Aye. Motion carried.

E. Ratify Semi-Annual Report of Receipts and Disbursements for Past Six Months (January-June, 2020) (50 ILCS 305/1 [semiannual])

Sarah DUBY made a motion to Ratify Semi-Annual Report of Receipts and Disbursements for Past Six Months (January-June, 2020), Kathy Oetker seconded. On a Roll Call vote all Trustees present, DUBY, Frye, Oetker, Richmond, Schottland and Smith, voted Aye. Motion carried.

F. Discussion and Possible Action on FY 2019-2020 Year End Interfund Transfer Ordinance, 08-26-2020-IFT

Anne Richmond made a motion to approve the FY 2019-2020 Year End Interfund Transfer Ordinance, 08-26-2020-IFT, Laura Frye seconded. On a Roll Call vote all Trustees present, Duby, Frye, Oetker, Richmond, Schottland and Smith, voted Aye. Motion carried.

- G. Discussion and Possible Action on Certification of FY 2019-2020 Illinois Public Library Annual Report (75 ILCS 16/30-65)
Carolina Schottland made a motion to certify the FY 2019-2020 Illinois Public Library Annual Report, Laura Frye seconded. On a Roll Call vote all Trustees present, Duby, Frye, Oetker, Richmond, Schottland and Smith, voted Aye. Motion carried.
- H. Discussion and Possible Action on Service Plan
Carolina Schottland made a motion to approve the proposed Service Plan listed in the Director's Report with the amendment of keeping Youth Services closed, Laura Frye seconded. On a Roll Call vote all Trustees present, Duby, Frye, Oetker, Richmond, Schottland and Smith, voted Aye. Motion carried.
- I. Discussion and Possible Action on Extending Wireless Access in Parking Lot
Carolina Schottland made a motion to approve moving with purchasing and installing equipment to extend Wireless Access in the Parking Lot, Kathy Oetker seconded. On a Roll Call vote all Trustees present, Duby, Frye, Oetker, Richmond, Schottland and Smith, voted Aye. Motion carried. Jim will also look for grant money to purchase additional loanable WIFI hotspots for patrons.
- J. Discussion and Possible Action on Employee Salaries Post COVID Pandemic Closure
Carolina Schottland made a motion to pay employees for actual hours worked, rather than for hours employees were scheduled to work prior to the pandemic closure, effective at the start of the August 31, 2020 pay period, Laura Frye seconded. On a Roll Call vote all Trustees present, Duby, Frye, Oetker, Richmond, Schottland and Smith, voted Aye. Motion carried.
- K. Discussion and Possible Action on Final Draft of FY 2020-2021 Internal Budget
Carolina Schottland made a motion to accept the Final Draft of FY 2020-2021 Internal Budget, Lisa Marie Smith seconded. On a Roll Call vote all Trustees present, Duby, Frye, Oetker, Richmond, Schottland and Smith, voted Aye. Motion carried.
- L. Discussion and Possible Action on Ordinance 08-26-2020-BAO - FY 2020-2021 Final Budget and Appropriations Ordinance - AN ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS OF ROUND LAKE AREA PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2020, AND ENDING JUNE 30, 2021
Sarah Duby made a motion to approve the FY 2020-2021 Final Budget and Appropriations Ordinance Carolina Schottland seconded. On a Roll Call vote all Trustees present, Duby, Frye, Oetker, Richmond, Schottland and Smith, voted Aye. Motion carried.
- M. Discussion and Possible Action on Scheduling Meeting of Building Development Subcommittee
No Action

11. **Executive Session:** None

12. **General Good and Welfare**

13. **Adjournment**

President Anne Richmond adjourned the meeting at 9:08 p.m.

Respectfully submitted,

Name: _____ Date: _____
Robbyn Allbee, Recording Secretary

Name: _____ Date: _____
Kathy Oetker,
Secretary, Library Board of Trustees