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**ROUND LAKE AREA LIBRARY
BOARD OF TRUSTEES
BOARD MEETING MINUTES
REGULAR MEETING, VIRTUAL
~~MEETING ROOM~~
ZOOM VIRTUAL MEETING
July 22, 2020 – 6:30 p.m.**

ANYONE WISHING EXTRA ASSISTANCE ATTENDING THIS VIRTUAL MEETING SHOULD CONTACT THE LIBRARY AT LEAST 24 HOURS BEFORE THE MEETING

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

Topic: Round Lake Area Library July 22, 2020 Virtual Library Board Meeting

Time: Jul 22, 2020 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82558575491?pwd=TzFMTWN5NE5kYlqwUFBsVGZSbEhvQT09>

Meeting ID: 825 5857 5491

Passcode: 759606

One tap mobile

+13126266799,,82558575491#,,,,,0#,,759606# US (Chicago)

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Dial by your location

+1 312 626 6799 US (Chicago)

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+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 825 5857 5491

Passcode: 759606

Find your local number: <https://us02web.zoom.us/j/82558575491>

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 6:36 p.m.

2. Roll Call

| | | | |
|--------------|---|---------------------|---|
| Sarah Duby | P | Anne Richmond | P |
| Laura Frye | A | Carolina Schottland | P |
| Diane Klein | A | Lisa Marie Smith | P |
| Kathy Oetker | 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. Carolina Schottland suggested we discontinue this practice.

4. Approval of Agenda

Lisa Marie Smith made a motion to approve the agenda as presented. Sarah Duby seconded. On a Roll Call vote all Trustees present, (Duby, Oetker, 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.

Sorenia Anderson, Library Patron, thanked the library for having programs during the COVID-19 shutdown.

Jerry Dietz, Library Attorney; Maggie Rodriguez, Head of Circulation; Edith Basir, Volunteer Coordinator; Sean Gilmartin, Head of Youth Services; Jian Rao, Circulation Clerk; Aleece Michalak, Librarian; Karen Sircher, Circulation Clerk; Nichole Watson, Librarian Assistant; Ana Ramirez, Circulation Clerk; Jennifer Pugh-Hernandez, Circulation Clerk; Kelly Glaser, Library Assistant; Tana Visser, Technical Services Clerk; Julie Bachinger, Library Assistant; Isabel Andreas, Circulation Clerk; Jesus; Juan Diaz, Outreach Assistant; Nick Hyten, Librarian; Yolanda Prado, Library Assistant; Denise Zajkowski, Library Assistant; Gloria Quezada, Library Assistant.

6. Approval of Minutes

A. Minutes of Regular Board Meeting for June 24, 2020

Sarah Duby made a motion to approve the Regular Board Meeting for June 24, 2020 as presented. Kathy Oetker seconded. On a Roll Call vote all Trustees present, (Duby, Oetker, Richmond, Schottland and Smith), voted aye. Motion carried.

7. Financial Business

A. Bookkeeping Report

B. Vendor's List - Warrant # 757

Anne Richmond made a motion to approve Warrant #757. Lisa Marie Smith seconded. On a Roll Call vote all Trustees present, (Duby, Oetker, Richmond, Schottland and Smith), voted aye. Motion carried.

8. Communications

The following Department Heads gave a department report update; Sean Gilmartin, Head of Youth Services; Edith Basir, Outreach Coordinator; Maggie Rodriguez, Head of Circulation; Marina Stevens, Assistant Director/Head of Adult.

9. Library Director's Report

10. Action Items

A. Discussion and Possible Action on Service Plan

Carolina Schottland made a motion to implement the service plan on August 3, 2020, allowing the Director and Staff to open the building for lobby ("kiosk") services, while ensuring safety measures be continued to reduce the risk of COVID-19 exposure to staff and to patrons. Kathy Oetker seconded. On a Roll Call vote the following Trustees, (Oetker, Richmond and Schottland), voted Aye, the following Trustees, (Duby and Smith) voted Nay. Motion carried.

B. Discussion and Possible Action on Telework Policy

Kathy Oetker made a motion to approve the Telework Policy, Lisa Marie Smith seconded. On a Roll Call vote the following Trustees, (Duby, Oetker, Richmond and Smith), voted Aye, the following Trustee, (Schottland) voted Nay. Motion carried.

C. Discussion and Possible Action on Staff Salary Schedule with Minimum Wage Implementation Plan

Carolina Schottland made a motion to Approve Option L with the January date being changed from 2020 to 2021, Kathy Oetker seconded. On a Roll Call vote the following Trustees, (Duby, Oetker, Richmond and Schottland), voted Aye, the following Trustee, (Smith) voted Nay. Motion carried.

D. Discussion and Possible Action on First Draft FY 2020-2021 Internal Budget

No Motion/No Action

E. DISCUSSION AND ACTION ON A RESOLUTION ADOPTING A TENTATIVE FORM OF 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

Carolina Schottland made a motion to approve a RESOLUTION ADOPTING A TENTATIVE FORM OF 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, Lisa Marie Smith seconded. Jerry Dietz and Jim DiDonato noted that the first draft of the internal budget is now approved as part of the board's approval of this resolution adopting the Tentative Budget and Appropriation Ordinance. On a Roll Call vote all Trustees present, (Duby, Oetker, Richmond, Schottland and Smith), voted aye. Motion carried.

11. Executive Session

12. General Good and Welfare

13. Adjournment

President Anne Richmond adjourned the meeting at 9:29 p.m.

Name: _____ Date: _____
Robbyn Allbee, Recording Secretary

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