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**ROUND LAKE AREA LIBRARY  
BOARD OF TRUSTEES  
BOARD MEETING AGENDA  
REGULAR MEETING, VIRTUAL  
~~MEETING ROOM~~  
ZOOM VIRTUAL MEETING  
MINUTES  
June 24, 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: June 24, 2020 Virtual Library Board Meeting  
Time: Jun 24, 2020 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89398494070?pwd=Qlk5bWNZbFhVnhveVJBMkxYVmpoQT09>

Meeting ID: 893 9849 4070

Password: 759606

One tap mobile

+13126266799,,89398494070#,,,,0#,,759606# US (Chicago)

+13017158592,,89398494070#,,,,0#,,759606# US (Germantown)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US (Germantown)

+1 646 876 9923 US (New York)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 893 9849 4070

Password: 759606

Find your local number: <https://us02web.zoom.us/j/ky2McWaYp>

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 6:32 p.m.

**2. Roll Call**

Sarah Duby	P	Anne Richmond	P
Laura Frye	P	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

**4. Approval of Agenda**

Kathy Oetker made a motion to approve the agenda as presented, Laura Frye seconded. On a roll call vote all Trustees present, Duby, Frye, 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.

Jerry Dietz, Library Attorney; Edith Basir, Volunteer Coordinator; Kelly Glaser, Youth Services Assistant; Ana Ramirez, Circulation Clerk; Aleece Michalak, Youth Services Librarian; Jennifer Pugh-Hernandez, Circulation Clerk; Denise Zajkowski, Youth Services Assistant; Julie Bachinger, Youth Services Assistant; Sean Gilmartin, Head of Youth Services; Maria Arias, Circulation Clerk; Gail Wirtz, Technical Services Assistant.

**6. Approval of Minutes**

A. Minutes of Regular Board Meeting for May 27, 2020

Lisa Marie Smith made a motion to approve the Regular Board Meeting for May 27, 2020, Laura Frye seconded. On a roll call vote all Trustees present, Duby, Frye, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

**7. Financial Business**

A. Bookkeeping Report

B. Vendor's List - Warrant # 756

Laura Frye made a motion to approve Warrant #756, Sarah Duby seconded. On a roll call vote all Trustees present, Duby, Frye, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

**8. Communications**

None

**9. Library Director's Report**

Jim DiDonato presented the Director's Report as written

**10. Action Items**

A. Adoption of FY 2020-2021 Regular Board Meeting Dates (5 ILCS 120/2.03 and 75 ILCS 16/30-50)

Sarah Duby made a motion to approve Meeting Schedule A, as presented below, with meetings to start at 6:30pm in the library's main Meeting Room, Carolina Schottland seconded. On a roll call vote all Trustees present, Duby, Frye, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

<u>2020</u>	<u>2021</u>
July 22	January 27
August 26	February 24
September 23	March 24
October 28	April 28
November 18	May 26
December 16	June 23

B. Discussion and Possible Action on Scheduling Budget and Appropriation Hearing

Lisa Marie Smith made a motion to schedule the Budget and Appropriation Hearing at 6:25 p.m. on August 26, 2020 at in the library's main Meeting Room, Laura Frye seconded. On a roll call vote all Trustees present, Duby, Frye, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

C. Appointment of Trustees to Review Secretary's Minutes for Past Year, FY 2019-2020 (75 ILCS 16/30-65):

Anne Richmond and Kathy Oetker were appointed to review the Secretary's minutes.

D. Discussion and Possible Action on Ordinance 06-24-2020-BML, .02 Building Maintenance Levy (75 ILCS 16/35-5 and 10 ILCS 5/28-2):

Kathy Oetker made a motion to approve Ordinance 06-24-2020-BML, .02 Building Maintenance Levy, Carolina Schottland seconded. On a roll call vote all Trustees present, Duby, Frye, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

E. Discussion and Possible Action on Ordinance 06-24-2020-NON-RES-FEE

Carolina Schottland made a motion to approve Ordinance 06-24-2020-NON-RES-FEE to set the FY 2020-2021 Non-Resident Library Card fee at \$228.60, Laura Frye 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 Staff Salary Schedule with Minimum Wage Implementation Plan

Trustees asked Jim to provide a baseline estimate for increasing only those earning less than Minimum Wage along with alternate options for addressing salary compression by applying varying percentages and dollar amounts to other salary categories for discussion at the July 22, 2020 board meeting. No motion was made: no action taken; tabled to July 22, 2020 board meeting.

G. Discussion and Possible Action on Mobile App

Laura Frye made a motion to cancel (forgo renewing) subscription to the library's mobile app vendor, Carolina Schottland 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 Memorandum of Understanding

Laura Frye made a motion to approve a Memorandum of Understanding between the Village of Round Lake and the library, Carolina Schottland 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 an Ordinance to Adopt Updates to State Officials and Employees Ethics Act

Carolina Schottland made a motion to adopt Ordinance 06-24-2020-SH, an Ordinance Adopting A Policy Prohibiting Sexual Harassment, per the updated State Officials and Employees Ethics Act, Lisa Marie Smith seconded. On a roll call vote all Trustees present, DUBY, Frye, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

J. Discussion and Possible Action of Closed Session Minutes – First Half of Year (5 ILCS 120/2.06):

No motion / no action

K. Discussion and Possible Action on Director's Review and Contract Agreement

Carolina Schottland made a motion to renew Jim DiDonato's contract for one year with salary to remain the same as that set one year prior, Laura Frye seconded. On a roll call vote all Trustees present, DUBY, Frye, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

11. **Executive Session:** (5 ILCS 120/2(c)(1))

At 8:00 p.m. Carolina Schottland made a motion to enter into Executive Session for the purpose of discussing the Director's performance evaluation and contract, Lisa Marie Smith seconded. On a roll call vote all Trustees present, DUBY, Frye, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

At 9:10 p.m. Carolina Schottland made a motion to resume the Regular Board Meeting, Lisa Marie Smith seconded. On a roll call vote all Trustees present, DUBY, Frye, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

12. **General Good and Welfare**

13. **Adjournment**

President Anne Richmond adjourned the meeting at 9:17 p.m.

Respectfully submitted,

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

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