

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
Committee of the Whole
Meeting Minutes
Meeting Room
August 9, 2023 – 6:45 p.m.

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.

1. Call to Order

President Anne Richmond called the meeting to order at 6:51 p.m.

2. Roll Call

Melanie Francisco A
Brittany Kearby P
Kathy Oetker P
Ana Perez P

Sherry Perkowitz A
Anne Richmond P
Karolyn Wessel A

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

3. Pledge of Allegiance

All present recited the Pledge of Allegiance.

4. Approval of Agenda

Brittany Kearby made a motion to Approve the Agenda. Ana Perez seconded. All Trustees present (Kearby, Oetker, Perez, and Richmond) 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 attended virtually.

6. Presentations

No Presentations

7. Communications

No Communications

8. Discussion Items

A. Information Resources

Jim relayed that he is reorganizing files located in the Board SharePoint documents. These will still be located in a Building Project folder, but there will be more logical organization into folders such as Current Building, New Building, Financials, etc. After consulting with the Trustees who were present, it was decided that Jim would remove old files that were draft versions and other items that had been superseded or were no longer relevant. These old files will still exist in the library records, but will not be included in the Board's document folder where they might cause confusion.

Jim presented a list of resources related to the referendum and building project. Ultimately, the list will be added to the Building Projects folder where Trustees can use it to find useful information. Jim also asked the board for

help in compiling an FAQ, a calendar of speaking opportunities, and any articles about other building projects that might be useful to consider as the project proceeds.

In talking about the collected resources, the discussion turned briefly to the status of the proposed Cedar Lake Road realignment and how it might affect library plans.

B. Super User Celebration

Jim described the idea for holding a “Super User Celebration”. Given the lack of response to attempts to revitalize the Friends of the Library, we will identify individuals who use the library most, either through volume of checkouts or through regular attendance at programs or frequent use of other library services, and invite them to the event. They will be thanked, given a sneak peek of the building plans, and asked to speak to friends and neighbors on behalf of the library. The hope is that energizing the people who are already library fans will have a better effect than the more general call for support.

The event will be an after-hours, invite-only celebration, will be family-friendly, and will include food and (non-alcoholic) drink, speeches, swag, and tours. Target dates will be a Friday or Saturday evening in late October or early November. A stakeholder mixer will follow soon after the super user celebration, and more formal info sessions will be held for the general public in January and February.

C. Job Assignments for Trustees

Anne asked Trustees to accomplish three tasks:

- Write out any questions about the library and the referendum that they would like to see in the FAQ and any questions that they think their neighbors and district residents might ask. These questions should be ready before the next Regular Board Meeting on August 23, 2023. She directed trustees to Villa Park’s FAQ for their referendum as a good example of the types of questions she is looking for.
- Use the Building Project folder and the resources list to familiarize themselves with the facts and information about the project.
- List two community events that are not already on the calendar where the library may have an opportunity to talk to district residents about the project. Trustees were asked to include the date, place, audience, and contact information to be able to arrange an appearance at the event.

In addition to these three tasks, she suggested Trustees could look at the advice in “Before the Ballot” for preparing for a referendum and engage with the shared Pinterest board to collect ideas.

While talking further about the questions the public may ask, there was a short discussion on the matter of what would be done with the current library building. Library attorney Jerry Dietz said that decision would have to be worked out with the Park District because of the restrictions written into the original deed.

9. Library Tour

There was no library tour.

10. General Good and Welfare

11. Adjournment

President Anne Richmond adjourned the meeting at 8:19 p.m.

Respectfully Submitted,

Name: _____ Date: _____
Cheryl Clark, Recording Secretary

Name: _____ Date: _____
Karolyn Wessel
Secretary, Library Board of Trustees