

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
REGULAR BOARD MEETING MINUTES
MEETING ROOM
June 28, 2023 – 6:30 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 6:47 p.m.

2. Roll Call

Melanie Francisco	P	Sherry Perkowitz	P
Brittany Kearby	P	Anne Richmond	P
Kathy Oetker	6:55 p.m.	Karolyn Wessel	P
Ana Perez	P		

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

Sherry Perkowitz made a motion to approve the Agenda as written. Anna Perez seconded. All Trustees present (Francisco, Kearby, Perez, Perkowitz, Richmond, and Wessel) 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.

Virtual attendance: Jerry Dietz, Library Attorney; Joe Huberty, Engberg-Anderson Architects; Fred Schlipf, Library Space Planner. In-Person attendance: Travis J. Haley

6. Presentations:

A. Library Space Planning, Fred Schlipf

Mr. Schlipf talked about the latest version of the Space Needs Assessment. He reminded the Board that this is still a work in progress, but said the plan would ultimately be given to the architect to design a space that attempts to fulfill the reported space needs. He answered questions from Trustees on the expected size of the building, accessibility trends, drive up windows, self-service hold pickup, and the differences between a dry sprinkler system and a pre-action sprinkler system. On this last subject, he noted that the pre-action system is the preferred system for protecting materials from sprinkler discharge accidents. Over all, Mr. Schlipf reported that the library's plan seems to be very practical and allows room for future expansion. He also felt the Board made a good choice in choosing Engberg Anderson and Joe Huberty as the architect.

B. Engberg-Anderson Architects, Joe Huberty

Mr. Huberty presented a history of the library's efforts to assess the current building and explore the ideas of expanding or building a new library. He summarized the original Capital Reserve Study, the comparisons of several plans to expand at the current location, and the eventual decision that building a new building would be more cost effective. Then, he recounted the site studies for relocation and a variety of factors that led to the Hart Road Triangle emerging as the lead prospect. He went over some cost models and discussed how the

increased cost of construction would affect those models. Trustees discussed the goal of translating the cost of a building project to district residents in terms that would be relatable. It was suggested that the Committee of the Whole will go over the Capital Reserve Study in their meeting on July 12, 2023. Anne Richmond advised the Board to think about what information they would like to see and send her emails about that.

The Board thanked Fred Schlipf and Joe Huberty for their presentations and advice.

7. Approval of Minutes

A. May 24, 2023 Regular Board Meeting Minutes

B. June 14, 2023 Committee of Whole Meeting Minutes

- Karolyn Wessel made a motion to approve both sets of minutes. Sherry Perkowitz seconded. All Trustees present (Francisco, Kearby, Oetker, Perez, Perkowitz, Richmond, and Wessel) voted Aye. Motion carried.

8. Financial Business

A. Bookkeeping Report

B. Vendor's List - Warrant #792 and #792A

- Kathy Oetker made a motion to approve Warrant 792 in the amount of \$362,515.24. Melanie Francisco seconded. On a Roll Call vote, all Trustees present (Francisco, Kearby, Oetker, Perez, Perkowitz, Richmond, and Wessel) voted Aye. Motion carried.
- Kathy Oetker made a motion to approve Warrant 792A in the amount of \$60.92. Ana Perez seconded. On a Roll Call vote, all Trustees present (Francisco, Kearby, Oetker, Perez, Perkowitz, Richmond, and Wessel) voted Aye. Motion carried.

9. Communications

Trustees received a copy of the flyer for the Friends of the Round Lake Area Library which showed their upcoming meetings. They briefly discussed ways to increase attendance and Anne Richmond suggested Trustees should mention it to their friends and relatives. The schedule for Regular Board Meetings and Committee of the Whole Meetings for FY23/24 was provided in the Board Packet. It was noted that all these meetings are scheduled to start at 6:45 p.m. News was shared about the passing of the Library Systems Book Banning Act, House Bill 2789.

10. Library Director's Report

Jim presented his Library Director's Report as written.

11. Action Items

A. Discussion and Possible Action on Intergovernmental Agreement with Illinois Libraries Present

After a brief explanation of Illinois Libraries Present, which allows libraries to share the cost of bringing virtual programs with well-known authors to their patrons, the Trustees discussed joining this group purchasing option by signing the Intergovernmental Agreement. Karolyn Wessel made a motion for the Round Lake Area Public Library to join with Illinois Libraries Present. Brittany Kearby seconded. On a Roll Call vote, all Trustees present (Francisco, Kearby, Oetker, Perez, Perkowitz, Richmond, and Wessel) voted Aye. Motion carried.

B. DISCUSSION AND POSSIBLE 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, 2023, AND ENDING JUNE 30, 2024

Jim reported the current state of the FY22/23 budget, noting that the library has a fair amount of unspent funds. He advised the Board that the actual amount of excess would be reduced somewhat as late expenses came in, but that we still expected to end the fiscal year "in the black." With help from Library Attorney Jerry Dietz, Jim explained the process of adopting a tentative form of a Budget and Appropriations Ordinance and clarified why there were separate sets of numbers for the budget and the appropriations. Then, Jim introduced the proposed budget for Fiscal Year 23/24, drawing attention to the increases in expected revenue due to changes in tax revenue and passport revenue. An annotated budget will be distributed later when Jim finishes the explanatory notes for those line items where there have been significant changes. He also answered a Trustee question about how he estimates future utility expenses.

Melanie Francisco made a motion to adopt Resolution 06-28-2023-TENT-BAO Authorizing a Tentative Budget and Appropriation Ordinance for Fiscal Year 2023-2024 to be Made Available to Public Inspection and Setting Forth a Date for the Public Hearing on the Same. Karolyn Wessel seconded. On a Roll Call vote, all Trustees present (Francisco, Kearby, Oetker, Perez, Perkowitz, Richmond, and Wessel) voted Aye. Motion carried.

C. Discussion and Possible Action on Ordinance 06-28-2023-BML, .02% Building Maintenance Levy (75 ILCS 16/35-5 and 10 ILCS 5/28-2)

The Board discussed the need to re-vote on the Building Maintenance Levy passed at the May 24, 2023 Regular Board Meeting due to timing issues with the newspaper publication. Those issues have been corrected. Melanie Francisco made a motion to approve Ordinance 06-28-2023-BML, .02% Building Maintenance Levy (75 ILCS 16/35-5 and 10 ILCS 5/28-2). Brittany Kearby seconded. On a Roll Call vote, all Trustees present (Francisco, Kearby, Oetker, Perez, Perkowitz, Richmond, and Wessel) voted Aye. Motion carried.

D. Discussion and Possible Action on Anti-Bullying Policy

After a brief discussion about the proposed Anti-Bullying Policy, Karolyn Wessel made a motion to adopt the Anti-Bullying Policy as written. Kathy Oetker seconded. All Trustees present (Francisco, Kearby, Oetker, Perez, Perkowitz, Richmond, and Wessel) voted Aye. Motion carried.

E. Discussion and Possible Action on Study Rooms Policy

Marina explained the need to adjust and clarify the Study Rooms Policy in order to ensure equitable use by patrons. The Trustees discussed the proposed version of the policy, paying particular attention to the section on allowing scheduled users to begin their appointment early and the wording in the prohibitions of parties and alcohol. Anne Richmond made a motion to approve the Study Rooms Policy after striking the entire bulleted section about using the room before one's appointed time, striking the prohibition on private parties, and removing the statement that alcohol is prohibited everywhere in the building, but retaining the prohibition on alcohol in the Study Rooms. Melanie Francisco seconded. All Trustees present (Francisco, Kearby, Oetker, Perez, Perkowitz, Richmond, and Wessel) voted Aye. Motion carried.

12. Executive Session

No Executive Session

13. General Good and Welfare

14. Adjournment

President Anne Richmond adjourned the meeting at 9:26 p.m.

Respectfully Submitted,

Name: _____ Date: _____
Cheryl Clark, Recording Secretary

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