

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  
February 28, 2024 – 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.

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**1. Call to Order**

President Anne Richmond called the meeting to order at 6:50 p.m.

**2. Roll Call**

Melanie Francisco	P	Sherry Perkowitz	P
Brittany Kearby	A	Anne Richmond	P
Kathy Oetker	P	Karolyn Wessel	P
Ana Perez	A		

Jim DiDonato, Executive Director	P
Marina Stevens, Assistant Director	A
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**

Agenda item 4 was addressed later in the meeting, after item 12.

Motion: Melanie Francisco

Seconded: Karolyn Wessel

Action: Carried by Voice Vote

**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.*

- Travis Haley and Doug Kearney attended in person.
- Macade Thorpe of Lauterbach & Amen, Joe Charneske of The Charneske Group, and Donna “Didi” Witnik, a patron, attended virtually.
- Doug Kearney of Round Lake Beach addressed the Board and Executive Director. He asked Jim DiDonato about data discussed at the last Referendum Information session. This data on library usage should be available through the State Library. Jim said he was still collecting the requested data.

**6. Presentation(s):**

Macade Thorpe, Auditor with Lauterbach & Amen, Joe Charneske, Accountant with The Charneske Group: FY 2022-2023 Audit Presentation:

Macade Thorpe, the audit manager for the library’s FY 2022-2023 audit, presented the packet titled “Annual Financial Report”. He drew attention to the section where the library received an “unmodified opinion”, which he described as the highest they give, indicating that the library was free of material misstatements about their financial position. He pointed out the section that told the narrative of the library’s financial “story” over the year in question; the balance sheet; Statements of Revenues, Expenditures, and Changes in Fund Balances; notes on the financial statements, and the general fund. Mr. Thorpe said the Management Letter described any recent changes in recommendations for this audit.

President Anne Richmond asked if there were any new accounting practices on the horizon that we should be considering for the next fiscal year. Mr. Thorpe said there would be one new standard for next year, and that he would work with Jim and Robbyn to implement any necessary changes.

Joe Charneske said that he had reviewed the audit report and he was happy with the library's standing. With no more questions from the Board, the Trustees thanked Mr. Thorpe and Mr. Charneske for the presentation.

**7. Approval of Minutes**

- A. January 24, 2024 Regular Board Meeting Minutes
  - B. February 14, 2024 Committee of Whole Meeting Minutes
- Motion (omnibus A & B): Sherrie Perkowitz  
Seconded: Melanie Francisco  
Action: Carried by Voice Vote

**8. Financial Business**

- A. Bookkeeping Report
  - B. Vendor's List - Warrant 800
- Motion: Kathy Oetker  
Seconded: Karolyn Wessel  
Action: Carried by Roll Call Vote

**9. Communications**

Jim noted that the library's spring newsletter should have been delivered to residents and that it was also available to read online. He also drew attention to an article about the library that was published on January 26, 2024 in Puro Futbol, titled "Traerá referéndum mejoras a biblioteca" that offered their readers information on the upcoming referendum.

**10. Library Director's Report**

**11. Action Items**

- A. Discussion and Possible Action on FY 2022-2023 Audit (75 ILCS 16/30-45; 35 ILCS 200/30-30 and 50 ILCS 310/1)  
Motion: Karolyn Wessel  
Seconded: Melanie Francisco  
Action: Carried by Roll Call Vote
  
- B. Discussion and Possible Action on Closing Library for Staff Training  
Jim explained the request to close the library for staff training on May 31, 2024 instead of the previously scheduled date of March 8, 2024. Topics for training at this event will include DEIBA training. The Board asked about types of emergency training the staff receive, including drills for fire, evacuation, tornado, or active shooters.  
Motion: Melanie Francisco  
Seconded: Sherrie Perkowitz  
Action: Carried by Voice Vote

**12. Executive Session:** No executive session.

**13. General Good and Welfare**

**14. Adjournment**

President Anne Richmond adjourned the meeting at 7:24 p.m.

Respectfully Submitted,

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Cheryl Clark, Recording Secretary

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Karolyn Wessel  
Secretary, Library Board of Trustees