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**ROUND LAKE AREA LIBRARY BOARD OF TRUSTEES
REGULAR BOARD MEETING MINUTES
MEETING ROOM
August 25, 2021 – 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 6:30 pm

2. **Roll Call**

Bryan Beyersdorf	P Virtual	Kathy Oetker	6:36 pm
Sarah DUBY	P	Anne Richmond	P
Melanie Francisco	P	Carolina Schottland	P
Laura Frye	P Virtual		

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**

Laura Frye made a motion to approve the agenda as presented, Sarah DUBY seconded. All Trustees present, (Beyersdorf, DUBY, Francisco, Frye, Richmond and Schottland), 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; Joe Huberty, Library Architect; Sara Grimm, Cataloger; Sean Gilmartin, Head of Youth Services; Julie Bachinger, Youth Services Library Assistant

6. **Consent Agenda**

- Approval of Minutes of Regular Board Meeting for July 28, 2021
- A. Action Item A: Ratify Annual Report of Receipts and Disbursements for FY 2020-2021 (30 ILCS 15/1 and 15/2 [annual])
- B. Action Item B: Ratify Semi-Annual Report of Receipts and Disbursements for Past Six Months (January-June, 2021) (50 ILCS 305/1 [semiannual])

Carolina Schottland made a motion to approve the Consent Agenda, Laura Frye seconded. All Trustees present, (Beyersdorf, DUBY, Francisco, Frye, Oetker, Richmond and Schottland), voted aye. Motion carried.

7. **Financial Business**

- A. Bookkeeping Report
- B. Vendor's List - Warrant # 770

Laura Frye made a motion to approve Warrant #770, Bryan Beyersdorf seconded. On a Roll Call vote, All Trustees present, (Beyersdorf, DUBY, Francisco, Frye, Oetker, Richmond and Schottland), voted aye. Motion carried.

8. **Communications**

- Joe Huberty discussed site characteristics and impressions after today's walk through of the "Triangle Site". Jim DiDonato, Anne Richmond, Laura Frye and Jerry Dietz accompanied him on the walk through.
- Advertisement for Erika L. Sanchez virtual author visit
- Fall, 2021 Library Newsletter
- Budget and Appropriation Publication Notice

9. **Department Report:** Assistant Director / Head of Adult Services

Marina Stevens updated the Board with Winter Programming and Summer Reading Club statistics. She stated the SRC program ended down this year from past year and will be looking into ways to improve completion rates in 2022.

10. Library Director's Report

Jim reviewed files available to trustees in this month's board packet, as there was a lot of accompanying support material for this month's action items.

11. Action Items

- C. Discussion and Possible Action on FY 2020-2021 Year End Interfund Transfer Ordinance, 08-25-2021-IFT:
Laura Frye made a motion to approve a FY 2020-2021 Year End Interfund Transfer Ordinance, 08-25-2021-IFT, Carolina Schottland seconded. On a Roll Call vote, All Trustees present, (Beyersdorf, Duby, Francisco, Frye, Oetker, Richmond and Schottland), voted aye. Motion carried.
- D. Discussion and Possible Action on FY 2020-2021 Secretary's Audit (75 ILCS 16/30-65):
Anne Richmond made a motion to approve the FY 2020-2021 Secretary's Audit (75 ILCS 16/30-65), Carolina Schottland seconded. All Trustees present, (Beyersdorf, Duby, Francisco, Frye, Oetker, Richmond and Schottland), voted aye. Motion carried.
- E. Discussion and Possible Action on Certification of FY 2020-2021 Illinois Public Library Annual Report (75 ILCS 16/30-65):
Sarah Duby made a motion to approve the Certification of FY 2020-2021 Illinois Public Library Annual Report (75 ILCS 16/30-65) with additional "humble" bragging points, Melanie Francisco seconded. All Trustees present, (Beyersdorf, Duby, Francisco, Frye, Oetker, Richmond and Schottland), voted aye. Motion carried.
- F. Discussion and Possible Action on Memorandum of Understanding:
Anne Richmond made a motion to approve the Memorandum of Understanding with the Village of Round Lake, Sarah Duby seconded. All Trustees present, (Beyersdorf, Duby, Francisco, Frye, Oetker, Richmond and Schottland), voted aye. Motion carried.
- G. Discussion and Possible Action on Addition of Public Participation Policy to Bylaws:
Melanie Francisco made a motion to approve the addition of Public Participation Policy to the Board Bylaws, Sarah Duby seconded. All Trustees present, (Beyersdorf, Duby, Francisco, Frye, Oetker, Richmond and Schottland), voted aye. Motion carried.
- H. Discussion and Possible Action on Library Reintroducing Families First Coronavirus Response Act (FFCRA) Protocols for Employees:
Sarah Duby made a motion to reintroduce the Families First Coronavirus Response Act (FFCRA) Protocols making it effective from 1 July 2021 through 31 March 2022, Carolina Schottland seconded. All Trustees present, (Beyersdorf, Duby, Francisco, Frye, Oetker, Richmond and Schottland), voted aye. Motion carried.

12. Executive Session: None

13. General Good and Welfare

14. Adjournment: President Anne Richmond adjourned the meeting at 8:08 pm