

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
BUILDING PROJECT COMMITTEE MINUTES
MEETING ROOM
October 12, 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 6:50 p.m.

2. **Roll Call**

Sarah Duby	P	Anne Richmond	P
Kathy Oetker	A	Carolina Schottland	Virtually via Zoom
Jim DiDonato, Executive Director	P		
Marina Stevens, Assistant Director	A		

3. **Pledge of Allegiance:** All present recited the Pledge of Allegiance

4. **Approval of Agenda**

Sarah Duby made a motion to Approve the Agenda as presented, Carolina Schottland seconded. All Trustees present, (Duby, 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.

- Melanie Francisco, Library Board Vice-President

6. **Approval of Minutes**

- No minutes up for approval

7. **Discussion**

Scheduling a Referendum

- Start gathering info for our Information Campaign now.
- We will discuss setting a timeline for hosting information sessions after reviewing referendum project outlines from Andrew Kim and Joe Huberty.
- Trustees noted there is some practicality to and are not aware of any negative impacts of bringing this timeline forward to get an early start on the project.
- Trustees agreed the amount of time needed to prepare for a successful referendum pushes the timeframe for a ballot question to the April, 2023 election.
- The Building Committee will recommend the full board approve placing the referendum on the April, 2023 ballot at the October 27, 2021 regular board meeting

50th Anniversary Celebration

- The first meeting will be held at 6:30pm Wednesday, November 3, 2021.
- Carolina and Anne will draft an invitation to potential Friends members.
- The purpose of the first meeting is to serve as a recruitment initiative for new Friends members and gauge the level of involvement some people may want to have in a referendum campaign.
- Jim will research the following:
 - Information related to Political Action Committees.
 - Limitations for trustees gathering at a Friends meeting while making sure to avoid Open Meeting Act issues by gathering for what could constitute a library board meeting.

Information Sessions

- Trustees instructed Jim to work on gathering the following information in addition to items discussed at the September 26th Planning Meeting.
 - Age demographics
 - Create a vision board
 - Newsletter review

Space Needs Assessment Update

- Jim will discuss option for updating our current assessment with space planning consultants including Fred Schlipf, who previously conducted our Space Needs Assessment.

Feasibility / Capital Plan Update

- Trustees agreed it prudent to consider the scope and level of building projects to undertake between now and the time we move into a new building.
- Jim will ask Joe Huberty to present plans to update the library’s 2016 Capital Reserves Study at the October 27, 2021 board meeting
- Questions for Joe include:
 - Determining if parking lot and associated lighting is included in this study
 - Who owns sidewalks along Hart Rd?

Park District Partnership

Trustees agreed it is prudent to explore options for disentangling the library from a property deed limiting use of the land the library building occupies. Questions include: what do we do with the building if we vacate it; can we get money for the building; how much money should we put into repair, especially the HVAC system; what is “ours” to move with us; can we take everything, or does the Park District expect they have ownership of the library’s capital; is it time to ask the park district to commit to a Quit Claim Deed; should the library file Declaration Action? Trustees requested Jerry Dietz present options at the October 27, 2021 board meeting.

School District Partnership

- Jim is scheduled to discuss the Round Lake Area School District’s interest in utilizing the library’s building after relocating to a new site; meeting set for October 14, 2021.

Strategic / Long Range Plan

- Jim will start pulling together sample plans from other libraries, from which the board can select a consultant to interview for developing a new plan, as our previous plan ended in 2019.

8. Action Items

A. Discussion and Possible Action on Scheduling Building Project Committee Meeting

Sarah DUBY made a motion to schedule a Building Project Committee meeting to convene in the library’s Meeting Room at 6:30pm November 9, 2021, Carolina Schottland seconded. On a Roll Call vote, all Trustees present, (Duby, Richmond, and Schottland), voted aye. Motion carried.

9. **Executive Session:** No Executive Session was held

10. **General Good and Welfare**

11. **Adjournment:** President Anne Richmond adjourned the meeting at 8:42 p.m.

Respectfully Submitted,

Name _____ Date _____
Jim DiDonato, Recording Secretary

Name _____ Date _____
Kathy Oetker, Secretary, Library Board of Trustees