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**ROUND LAKE AREA LIBRARY BOARD OF TRUSTEES  
REGULAR BOARD MEETING MINUTES  
MEETING ROOM  
VIRTUAL MEETING  
January 26, 2022 – 6:30 p.m.**

ANYONE WISHING EXTRA ASSISTANCE ATTENDING THIS VIRTUAL 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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Zoom Login Information

Join Zoom Meeting

<https://us02web.zoom.us/j/85325693741?pwd=MStqSDhqaWhLYm9OVEprczBkQU5MQT09>

Meeting ID: 853 2569 3741

Passcode: 747843

One tap mobile

+13126266799,,85325693741#,,,,\*747843# US (Chicago)

+16468769923,,85325693741#,,,,\*747843# US (New York)

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1. **Call to Order**

President Anne Richmond called the meeting to order at 6:38 p.m.

2. **Roll Call**

Bryan Beyersdorf	A	Kathy Oetker	P
Sarah Duby	P via Zoom	Anne Richmond	P
Melanie Francisco	P	Carolina Schottland	P via Zoom
Laura Frye	P via Zoom		

Jim DiDonato, Executive Director	P
Marina Stevens, Assistant Director	A
Robbyn Allbee, Administrative Manager	P
John Haliotis, Head of IT	P

3. **Pledge of Allegiance**

All present recited the Pledge of Allegiance

4. **Approval of Agenda**

Melanie Francisco made a motion to approve the agenda with the removal of Action Items A, D and H. Carolina Schottland seconded. On a Roll Call vote the following Trustees, (Duby and Francisco), voted Aye. The following Trustees, (Frye, Oetker, Richmond and Schottland), voted Nay. Motion did not pass.

Laura Frye made a motion to approve the agenda as presented, Kathy Oetker seconded. The following Trustees, (Duby, Frye, Oetker, Richmond and Schottland), voted Aye. The following Trustee, (Francisco), voted Nay. 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; Robin Nokes, Circulation Clerk; Karen Sircher, Circulation Clerk.

6. **Presentation(s)**

None

7. **Approval of Minutes / Consent Agenda**

A. Building Project Committee Meeting Minutes - December 7, 2021

B. Regular Board Meeting Minutes - December 15, 2021

Melanie Francisco made a motion to approve the consent agenda, Laura Frye seconded. On a Roll Call vote all Trustees present, (Duby, Francisco, Frye, Oetker, Richmond and Schottland), voted Aye. Motion carried.

8. **Financial Business**

A. Bookkeeping Report

B. Vendor's List - Warrant #775

Laura Frye made a motion to approve Warrant #775, Melanie Francisco seconded. On a Roll Call vote all Trustees present, (Duby, Francisco, Frye, Oetker, Richmond and Schottland), voted Aye. Motion carried.

9. **Department Report:** Administration, Robbyn Allbee

Tabled

10. **Communications**

The Board received a thank you note from the Round Lake Area Education Foundation for the library's donation of \$250.00 to the Scholarship Fund and an article recapping an incident at the St. Charles Library related to a mask mandate.

11. **Library Director's Report**

12. **Action Items**

A. Discussion and Possible Action on Ratifying Semi-Annual Report of Receipts and Disbursements for Past Six Months (July-December, 2021) (50 ILCS 305/1 [semiannual])

At 6:55 p.m. Melanie Francisco left the Board Meeting, prior to the vote on this item

Laura Frye made a motion to approve the Semi-Annual Report of Receipts and Disbursements, Sarah Duby seconded. On a Roll Call vote all Trustees present, (Duby, Frye, Oetker, Richmond and Schottland), voted Aye. Motion carried.

B. Second Half of Year Review of Closed Session Minutes (5 ILCS 120/2.06) and (5 ILCS 120/2(c)(21)  
Carolina Schottland made a motion to keep the Second Half of Year Closed Session Minutes of 2021 closed, Kathy Oetker seconded. On a Roll Call vote all Trustees present, (Duby, Frye, Oetker, Richmond and Schottland), voted Aye. Motion carried.

C. Discussion and Possible Action on Extending Families First Coronavirus Response Act (FFCRA) Protocols for Employees

Sarah Duby made a motion to extend the current Families First Coronavirus Response Act Protocols until June 30, 2022, Carolina Schottland seconded. On a Roll Call vote the following Trustees, (Duby, Frye, Richmond and Schottland), voted Aye. The following Trustee, (Oetker), voted Nay. Motion carried.

D. Discussion and Possible Action on Amendment to Board Bylaws

President Anne Richmond discussed Trustee roles, responsibilities and conduct. She stated that requests for information from the Director or staff need to come from the entire Board, not a single Trustee. If the Board as a whole does not need the information, the Trustee will be asked to file a FOIA request. Questions and requests for Jim should be sent to Anne who will forward to the appropriate person as necessary.

E. Discussion and Possible Action on Directing Staff to Draft a Vaccination Mandate Policy

No Motion / No Action

F. Discussion and Possible Action on Directing Staff to Draft a COVID Policy

No Motion / No Action

G. Discussion and Possible Action on Services and Hours

Sarah DUBY made a motion to continue shortened service hours until February 28, 2022, Carolina Schottland seconded. On a Roll Call vote all Trustees present, (Duby, Frye, Oetker, Richmond and Schottland), voted Aye. Motion carried.

H. Discussion and Possible Action on Collection Development Policy

The Board offered up minor changes to punctuation, verbiage, and fonts. The Collection Development Policy will be revisited at the February 23, 2022 meeting.

13. **Executive Session:** No Executive Session

14. **General Good and Welfare**

15. **Adjournment**

President Anne Richmond adjourned the meeting at 8:21 P.M.

Respectfully Submitted,

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Robbyn Allbee, Recording Secretary

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Kathy Oetker,

Secretary, Library Board of Trustees