

*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  
BOARD MEETING AGENDA  
REGULAR MEETING  
MINUTES  
Meeting Room  
March 24, 2010 – 5:00 p.m.**

All matters on the agenda may be discussed, amended, and acted upon, regardless of placement.

**1. Call to Order:** President Diane Klein called the meeting to order at 5:03 p.m.

**2. Roll Call:**

Mandy Hollingsworth	P	Shari Skorcz	P
Linda Kauffman	P	Patty Smart	P
Diane Klein	P	Cathy Warner	A
Brad Ogilvie	P		

Jim DiDonato, Executive Director	P
Robbyn Allbee, Administrative Manager	P

**Staff Present:**

- Jeff Ahrens, Head of Technical Services
- Debbie Allen, Head of Youth Services
- Rich Erikson, Head of Adult Services
- Gail Grunst, Head of Circulation
- Elena Lara, Head of Outreach Services
- John Haliotis, Information Technology Systems Administrator
- Margarita Rodriguez, Head of Shelving

**3. Pledge of Allegiance**

All present recited the Pledge of Allegiance

4. **Approval of Agenda:** Diane Klein made a motion to approve the agenda along with moving the Director’s Report, Item 9, to follow Action Item 10-A., Approve Planning Guidelines for FY 2010-2011. Shari Skorcz seconded. The following Trustees voted Aye: Hollingsworth, Kauffman, Klein, Ogilvie, Skorcz, and Smart. Motion Carried.

5. **Public Introductions and Comments: None**

6. **Approval of Minutes**

a. Regular Board Meeting Minutes for February 24, 2010:

Brad Ogilvie made a motion to accept the Regular Board Meeting Minutes for January 24, 2010. Shari Skorcz seconded. The following Trustees voted Aye: Hollingsworth, Ogilvie, Skorcz, and Smart. The following Trustees abstained: Kauffman and Klein. Motion Carried.

b. Planning Meeting Minutes for March 3, 2010:

Mandy Hollingsworth made a motion to accept the Planning Meeting Minutes for March 3, 2010. Patty Smart seconded. The following Trustees voted Aye: Hollingsworth, Klein, Ogilvie, Skorcz, and Smart. The following Trustees abstained: Kauffman. Motion Carried.

7. **Financial Business**

a. Bookkeeping Report

b. Vendor’s List - Warrant # 633 in the amount of \$182,097.54

c. Investment Rates:

i. Illinois Funds		ii. National City/PNC	
November	.117 %	November	0.54%
December	.121%	December	0.54%
January	.097%	January	0.55%
February	.090%	February	0.50%

Brad Ogilvie made a motion to accept Warrant # 633 in the amount of \$182,097.54. Diane Klein seconded. On a roll call vote the following Trustees voted Aye: Hollingsworth, Kauffman, Klein, Ogilvie, Skorcz, and Smart. Motion Carried

8. **Communications**

a. Department Report – None scheduled for March 24, 2010 meeting

- b. Former Library Board Trustee, Carol Shook, previously dropped off invitations to the “2<sup>nd</sup> Annual B.E.S.T. Community Breakfast” on April 16<sup>th</sup> to be presented to Trustees at this meeting.
- c. Trustees were given copies of the Rick Bayless author visit flyers.
- d. Final results of the library’s MP3 survey were presented to the Board.

10. **Action Items**

- a. Approve Planning Guidelines for FY 2010-2011: Trustees and managers reviewed the second draft of the Planning Suggestions for FY 2010-2011 and discussed several plans for FY 2010-2011: Managers highlighted the following items for their departments:
  - 1) Margarita Rodriguez, Head of Shelving, indicated her department has plans to continue shelving all library materials in their proper location within 24 hours of their return to the library. The Shelving department will also continue inventorying the library’s collection and making sure items are arranged effectively so patrons can find their items on the shelves.
  - 2) Jeff Ahrens, Head of Technical Services, discussed prospective changes to catalog rules that involve a switch from current guidelines to a new set of rules known as Resource Description and Access. This change will have little impact on patrons, but will require some change to current acquisition and library catalog maintenance. Jeff also indicated that Technical Services is preparing a larger number of audio visual items for the shelves than in years past, as the library is buying these materials through alternate vendors. This practice allows the library to purchase materials at approximately 1/3 the cost of the price from major library vendors.
  - 3) Rich Erikson, Head of Adult Services demonstrated a potentially useful database, Learning Express, geared to providing test preparation resources and employment tools. Rich also indicated the library is progressing to select an MP3 audiobook vendor to provide downloadable e-books, and is planning to develop a digitized local history collection this year.
  - 4) Deb Allen, Head of Youth Services, expressed an interest in improving access to the courtyard so the library can more easily hold programs in this area. Deb further indicated that adding some furniture to the courtyard would greatly improve usability of that space. Youth Services will start purchasing

audio materials through Amazon, as the Adult Services department already does, as prices available through Amazon are greatly reduced compared to traditional library vendors.

- 5) Gail Grunst, Head of Circulation, indicated that installation of a self-check machine would help improve traffic flow and allow patrons the opportunity to check out materials themselves rather than wait in line for staff during peak times. Gail also suggested an electronic sign to display library events and programs as well as an electronic marquee to show daily events at the library for patrons. Circulation staff feel provision of cordless headsets could make things a bit easier when answering phones and working with patrons during busy times.
- 6) Elena Lara, Head of Outreach Services, noted that she plans to continue participating in several community, school, and Chamber of Commerce events to promote library services.
- 7) John Haliotis, Information Technology Systems Administrator, provided Trustees an overview of the library's plan to replace all public use computers, several staff workstations, and some network servers. The library typically replaces computers after four years of use, but John has been able to keep most of the library's computers running five or six years. However, several of those systems are now showing signs of their age and really do need to be replaced, both for that reason and because current equipment cannot support Windows 7. The IT budget for FY 2010-2011 will need to include cost of purchasing or leasing several computers, servers, and migration to Windows 7 and Microsoft Office 2007.

Other discussion points included:

- 1) Since the post office has not been responsive to a request to install a mail box drop off location, can the library work with FedEx or UPS to provide such a service?
- 2) The library should advertise itself on our van.
- 3) Trustees would like to see an estimate of the cost associated with expanding the library's open time to 9:00 on Mondays, Tuesdays, Wednesday, and Thursdays.
- 4) Some discussion ensued regarding addition of hours for various departments to handle the library's ever increasing usage. Trustees requested Jim calculate the cost of adding part-time positions in Circulation, Youth and Adult Services,

Information Technology, and Outreach Services. The cost of these additional hours will be compared to the cost of increasing hours for existing employees.

Trustees discussed the second draft of the Planning Suggestions for FY 2010-2011 updated with suggestions contributed by Trustees and managers. After a short discussion, Trustees directed Jim to compile a draft of proposed suggestions with associated costs and prospective timeline for the May Regular Board meeting. Trustees also thanked managers for their comments, participation in the planning process, and their time. No motion was made; no action taken.

#### 9. **Library Director's Report:**

Jim presented the Director's Report as written. The Board directed Jim to proceed with installation of keypads on the courtyard entry door. Trustees also asked Jim for more cost details on adding hours to existing staff positions.

#### 10. **Action Items**

##### b. Set Date for Planning Meeting:

Trustees did not feel it necessary to schedule further planning meetings. No discussion; no motion; no action.

##### c. Approval of An Ordinance Authorizing Certain Interfund Transfers Midyear FY 2009-2010:

Brad Ogilvie made a motion to approve Ordinance 03-24-2010-IFT, An Ordinance Authorizing Certain Interfund Transfers Midyear FY 2009-2010. Linda Kauffman seconded. On a roll call vote the following Trustees voted aye: Hollingsworth, Kauffman, Klein, Ogilvie, Skorcz, and Smart. Motion Carried.

##### d. Food for Fines - National Library Week (April 11 - 17):

Patty Smart made a motion to approve the Food for Fines program as presented. Shari Skorcz seconded. On a roll call vote the following Trustees voted aye: Hollingsworth, Kauffman, Klein, Ogilvie, Skorcz, and Smart. Motion Carried.

11. **Executive Session:** Brad Ogilvie made a motion to enter Executive Session at 7:30 for the purpose of discussing a personnel issue. Diane Klein seconded. The following Trustees voted Aye: Hollingsworth, Kauffman, Klein, Ogilvie, Skorcz, and Smart. Motion Carried.

Diane Klein made a motion to re-enter Regular Session at 8:02. Patty Smart seconded. The following Trustees voted aye: Hollingsworth, Kauffman, Klein, Ogilvie, Skorcz, and Smart. Motion Carried.

12. **General Good and Welfare**

13. **Adjournment**

Diane Klein adjourned the meeting at 8:09 p.m.

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

Robbyn Allbee,  
Recording Secretary

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

Shari Skorcz,  
Secretary, Library Board of Trustees