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**ROUND LAKE AREA LIBRARY  
BOARD OF TRUSTEES  
BOARD MEETING MINUTES  
REGULAR MEETING  
Meeting Room  
October 27, 2010 – 6:00 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 6:00p.m.

President Diane Klein appointed Mandy Hollingsworth as Secretary Pro Tem.

**2. Roll Call:**

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

Jim DiDonato, Executive Director	P
Robbyn Allbee, Administrative Manager	P
Elena Lara, Head of Outreach Services	P

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

**4. Approval of Agenda:** Diane Klein made a motion to accept the Agenda as presented. Cathy Warner seconded. All Trustees present, Hollingsworth, Klein, Ogilvie and Warner, voted aye. Motion carried.

**5. Public Introductions and Comments**

Chris Mc Clure, our Auditor from McClure, Inserra & Company, was present.

**6. Approval of Minutes**

- a. Budget and Appropriation Hearing Meeting Minutes for September 22, 2010:

Brad Ogilvie made a motion to accept the Budget and Appropriation Hearing Meeting Minutes for September 22, 2010. Mandy Hollingsworth seconded. The following Trustees, Hollingsworth, Ogilvie and Warner, voted aye. Trustee Klein abstained. Motion carried.

- b. Regular Board Meeting Minutes for September 22, 2010:  
Mandy Hollingsworth made a motion to accept the Regular Board Meeting Minutes for September 22, 2010. Brad Ogilvie seconded. The following Trustees, Hollingsworth, Ogilvie and Warner, voted aye. Trustee Klein abstained. Motion carried.

**7. Financial Business**

- a. Bookkeeping Report
- b. Vendor’s List - Warrant # 640  
Brad Ogilvie made a motion to accept Warrant # 640. Mandy Hollingsworth seconded. On a roll call vote, all Trustees present, (Hollingsworth, Klein, Ogilvie and Warner), voted Aye. Motion carried.

- c. Investment Rates:

i. Illinois Funds		ii. National City/PNC	
June	.151%	June	0.44%
July	.178%	July	0.45%
August	.193%	August	0.45%
September	.179%	September	0.40%

**8. Communications**

- Department Report – Elena Lara, Head of Outreach Services: The Board thanked Elena for her continued dedication to representing the Library at community events. Elena will begin looking for an assistant in January.
- Audit Review: Chris McClure reviewed the library’s audit as presented. Trustees had few questions. Chris noted the library’s excess of approximately \$227,000 in revenue for FY 2009-2010 and its improved financial processes over the past year.

**9. Library Director’s Report:**

Jim presented the Directors Report as written. The Board directed Jim to look into Survey Monkey for use with the Employee Satisfaction Survey. After some discussion, Trustees instructed Jim and Robbyn to start the

process for interviewing a new auditor to replace McClure, Inserra for forthcoming audits.

10. **Action Items**

- a. Approval of FY 2009-2010 Audit (75 ILCS 16/30-45; 35 ILCS 200/30-30 and 50 ILCS 310/1): Diane Klein made a motion to approve the FY 2009-2010 Audit. Brad Ogilvie seconded. On a roll call vote, all Trustees present, (Hollingsworth, Klein, Ogilvie and Warner), voted Aye. Motion carried.
- b. Approval of Tax Levy Estimate - RESOLUTION DETERMINING AMOUNT OF MONEY ESTIMATED TO BE NECESSARY TO BE RAISED BY TAXATION FOR THE FISCAL YEAR BEGINNING JULY 1, 2010, AND ENDING JUNE 30, 2011 FOR ROUND LAKE AREA PUBLIC LIBRARY DISTRICT: Cathy Warner made a motion to approve the Tax Levy Estimate. Brad Ogilvie seconded. On a roll call vote, all Trustees present, (Hollingsworth, Klein, Ogilvie and Warner), voted Aye. Motion carried.
- c. Set Date for Special Meeting, Tax Levy Hearing: Cathy Warner made a motion to select November 17, 2010 at 5:55 p.m. for the Special Meeting, Tax Levy Hearing. Mandy Hollingsworth seconded. All Trustees present, (Hollingsworth, Klein, Ogilvie and Warner), voted aye, motion carried.
- d. Approval of Bond Abatement - AN ORDINANCE ABATING THE 2010 ROUND LAKE AREA PUBLIC LIBRARY DISTRICT TAX LEVY REGARDING THE PAYMENT OF PRINCIPAL AND INTEREST DUE ON GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE), SERIES 2009: Cathy Warner made a motion to approve the Bond Abatement. Brad Ogilvie seconded. On a roll call vote, all Trustees present, (Hollingsworth, Klein, Ogilvie and Warner), voted Aye. Motion carried.
- e. Approval to Purchase Staff Holiday Gift Cards: Diane Klein made a motion to Purchase Staff Holiday Gift Cards in the amount of \$75 per employee. Mandy Hollingsworth seconded. On a roll call vote, all Trustees present, (Hollingsworth, Klein, Ogilvie and Warner), voted Aye. Motion carried.
- f. Approval of Personnel Manual Updates – First Reading: Cathy Warner made a motion to approve the First Reading of the

Personnel Manual Updates. Diane Klein seconded. All Trustees present, (Hollingsworth, Klein, Ogilvie and Warner), voted Aye. Motion carried.

g. Charge Patrons for Interlibrary Loan / Van Delivery: Tabled until December 2010

11. **Executive Session: None**

12. **General Good and Welfare**

13. **Adjournment**

President Diane Klein adjourned the meeting at 8:47 p.m.

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

Robbyn Allbee,  
Recording Secretary

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

Shari Skorcz, Secretary  
Secretary, Library Board of Trustees