

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 MINUTES
REGULAR MEETING
Meeting Room
August 24, 2011 – 6:00 p.m.**

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

1. **Call to Order:** President Linda Kauffman called the meeting to order at 6:00 p.m.

2. **Roll Call:**

| | | | |
|---|---|---------------|---|
| Mandy Hollingsworth | P | Anne Richmond | P |
| Linda Kauffman | P | Patty Smart | A |
| Diane Klein | P | Cathy Warner | P |
| Ron Repa | P | | |
| | | | |
| Jim DiDonato, Executive Director P | | | P |
| Robbyn Allbee, Administrative Manager P | | | P |
| Debbie Allen, Head of Youth Services P | | | P |

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

4. **Approval of Agenda**

Diane Klein made a motion to approve the agenda as presented. Anne Richmond seconded. All trustees present, Hollingsworth, Kauffman, Klein, Repa, Richmond and Warner, voted Aye. Motion carried.

5. **Public Introductions and Comments :** No public present

6. **Approval of Minutes**

Regular Board Meeting Minutes for July 27, 2011:

Mandy Hollingsworth made a motion to approve the Regular Board Meeting Minutes for July 27, 2011. Cathy Warner seconded. All trustees present, Hollingsworth, Kauffman, Klein, Repa, Richmond and Warner, voted Aye. Motion carried.

7. **Financial Business**

- a. Bookkeeping Report
- b. Vendor's List - Warrant # 650:

Mandy Hollingsworth made a motion to accept Warrant 650 as presented. Cathy Warner seconded. On a Roll Call vote all trustees present, Hollingsworth, Kauffman, Klein, Repa, Richmond and Warner, voted Aye. Motion carried.

c. Investment Rates:

| i. Illinois Funds | | ii. PNC | |
|-------------------|-------|---------|-------|
| May | .036% | May | 0.36% |
| June | .036% | June | 0.36% |
| July | .021% | July | 0.35% |

8. Communications

Department Report – Deb Allen, Head of Youth Services:

Deb Allen reported Summer Reading Club was a success. She also reported on the success of all the Youth Services programs and mentioned the two newest staff members, Sue Ernest and Dawn Cummins. Deb reported that many new programs are on their way.

9. Library Director’s Report:

- Jim DiDonato presented the Director’s Report as written.
- The Board was also shown a letter thanking the library for its participation in the Back to School Fest and a flyer on the upcoming Hometown Fest.
- Jim covered the requirements for the Per Capita Grant, specifically, Question 6, in which trustees were asked to review Chapter 2, “Governance and Administration,” of the most recent edition of Standards for Illinois Public Libraries, as well as the financial health of the library as requested in Question 9, asking about the library’s analysis of the revenues for the last three years to determine if those monies are sufficient to meet the needs of the community.
- Trustees also reviewed the pros and cons of keeping the library’s security gates both with and without repair versus removing them entirely from the library. Trustees decided to have the security gates repaired.

10. Action Items

- a. Approval of FY 2011-2012 in-house Budget – Second (Final) Draft:
Anne Richmond made a motion to approve the final draft of FY 2011-2012 in-house Budget. Mandy Hollingsworth seconded. On a Roll Call vote all Trustees present, Hollingsworth, Kauffman, Klein, Repa, Richmond and Warner, voted Aye. Motion carried.
- b. Approval of FY 2010-2011 Interfund Transfer Ordinance, 08-24-2011-IFT:

Cathy Warner made a motion to approve the FY 2010-2011 Interfund Transfer Ordinance, 08-24-2011-IFT. Anne Richmond seconded. On a Roll Call vote all Trustees present, Hollingsworth, Kauffman, Klein, Repa, Richmond and Warner, voted Aye. Motion carried.

c. Approval of FY 2010-2011 Secretary's Audit:

Cathy Warner made a motion to approve the FY 2010-2011 Secretary's Audit. Anne Richmond seconded. All Trustees present, Hollingsworth, Kauffman, Klein, Repa, Richmond and Warner, voted Aye. Motion carried.

d. Approve Certification of FY 2010-2011 Illinois Public Library Annual Report:

Cathy Warner made a motion to approve the Certification of the FY 2010-2011 Illinois Public Library Annual Report. Anne Richmond seconded. All Trustees present, Hollingsworth, Kauffman, Klein, Repa, Richmond and Warner, voted Aye. Motion carried.

e. Approve FY 2011-2012 Planning Objectives:

Cathy Warner made a motion to approve the FY 2011-2012 Planning Objectives as presented. Mandy Hollingsworth seconded. The following Trustees, Hollingsworth, Kauffman, Repa, Richmond and Warner, voted Aye. The following Trustee, Klein, voted Nay. Motion carried.

f. Approve Transfer of Cash Funds from IPTIP to PNC:

Mandy Hollingsworth made a motion to approve a transfer of cash funds from IPTIP to PNC in the amount of \$1 million for the purpose of collecting a higher interest rate through PNC than IPTIP. Cathy Warner seconded. On a Roll Call vote all Trustees present, Hollingsworth, Kauffman, Klein, Repa, Richmond and Warner, voted Aye. Motion carried.

g. Approve Selection of Contractor to Repair or Replace Windows:

Cathy Warner made a motion to accept the quote from Apollo Glass to repair windows in the library. Anne Richmond seconded. On a roll call vote the following Trustees, Hollingsworth, Kauffman, Repa, Richmond and Warner, voted Aye. The following Trustee, Klein, Abstained. Motion carried.

11. **Executive Session:** No Executive Session

12. **General Good and Welfare**

13. **Adjournment**

President Kauffman adjourned the meeting at 7:55 p.m.