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**ROUND LAKE AREA LIBRARY
BOARD OF TRUSTEES
BOARD MEETING MINUTES
REGULAR MEETING
Meeting Room
November 28, 2012 – 6:00 p.m.**

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

1. Call to Order

President Cathy Warner called the meeting to order at 6:06 p.m.

2. Roll Call

Charlie Foy	P	Anne Richmond	P
Diane Klein	P	Patty Smart	P until 6:15 p.m.
Ron Repa	A	Cathy Warner	P

Jim DiDonato, Executive Director	P
Robbyn Allbee, Administrative Manager	P
Deb Allen, Head of Youth Services	P

3. Pledge of Allegiance

All Present recited the Pledge of Allegiance

4. Approval of Agenda

Diane Klein made a motion to move Item 11. Executive Session directly after Item 7. Financial Business. Anne Richmond Seconded. All Trustees present, Foy, Klein, Richmond, Smart and Warner, voted Aye. Motion carried.

5. Public Introductions and Comments

Fred and Diane Schlipf, Space Consultants

6. Approval of Minutes

a. Regular Board Meeting Minutes for October 24, 2012:

Charlie Foy made a motion to approve the Regular Board Meeting Minutes for October 24, 2012. Anne Richmond seconded. All Trustees present, Foy, Klein, Richmond, Smart and Warner, voted Aye. Motion carried.

7. Financial Business

- a. Bookkeeping Report
- b. Vendor's List - Warrant # 665

Anne Richmond made a motion to approve Warrant #665. Patty Smart seconded. On a Roll Call vote, all Trustees present, Foy, Klein, Richmond, Smart, and Warner, voted Aye. Motion carried.

c. Investment Rates:

	Illinois Funds	PNC	Investments (aggregate)
July	.089%	.25%	1.24%
August	.087%	.24%	1.24%
September	.125%	.25%	
October	.128%	.25%	

11. Executive Session

Closed session for the purpose of discussing the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.. (5 ILCS 120/2(c)(3).)

Diane Klein made a motion to enter into Executive Session for the purpose of interviewing Library Board candidates at 6:16 p.m., Anne Richmond seconded. All Trustees present, Foy, Klein, Richmond, and Warner, voted Aye. Motion carried.

Diane Klein made a motion to exit Executive Session and resume the regular Board Meeting at 7:35 p.m. All Trustees present, Foy, Klein, Richmond, and Warner, voted Aye. Motion carried.

8. Communications

- a. Department Report – Deb Allen, Head of Youth Services:
Debbie Allen and Therapy Dog in Training, Holly, gave a very nice overview of the doings in Youth Services; Debbie did most of the talking. The Board thanked Debbie for all the work the Youth Services Department does.

9. Library Director’s Report

Jim presented the report as written.

10. Action Items

- a. Approval of Tax Levy Ordinance – AN ORDINANCE PROVIDING FOR LEVYING AND ASSESSING TAXES OF ROUND LAKE AREA PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2012, AND ENDING JUNE 30, 2013
Tabled to December 19, 2012; No Motion; No Action

b. Approval of Tentative Building Program

Tabled until December 19, 2012; No Motion; No Action

Fred Schlipf reviewed a list of short-term space reallocation options the library may consider implementing to address some current space issues. Fred and Trustees all noted these short-term fixes are potentially very helpful, though the library is still, ultimately, overcrowded. Cathy Warner asked Trustees to review the long-term Building Program for discussion and approval at the December 19, 2012 meeting.

c. Appoint Trustee to Fill Vacant Position on Library Board

Tabled; No Motion; No Action

d. Set Date for Meeting to Select Library Trustee

Diane Klein made a motion to set a Special meeting for 6:00 pm on December 5, 2012 for the purpose of appointing a Library Trustee. Charlie Foy seconded. All Trustees present, Foy, Klein, Richmond, and Warner, voted Aye. Motion carried.

e. Set Date for Special Meeting, Tax Levy Hearing

Diane Klein made a motion to set a Tax Levy Hearing for 5:55 pm on December 19, 2012. Cathy Warner seconded. All Trustees present, Foy, Klein, Richmond, and Warner, voted Aye. Motion carried.

12. **General Good and Welfare**

13. **Adjournment**

President Cathy Warner Adjourned the meeting at 9:02 p.m.

Respectfully submitted,

Name: _____ Date: _____
Robbyn Allbee,
Recording Secretary

Name: _____ Date: _____
Patty Smart,
Secretary, Library Board of Trustees