

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
Computer Classroom
July 31, 2013 – 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 6:00 p.m.

2. Roll Call

Charlie Foy	P	Anne Richmond	P
Laura Frye	P	Carolina Schottland	P
Diane Klein	P	Cathy Warner	P

Jim DiDonato, Executive Director	P
Robbyn Allbee, Administrative Manager	P
Edith Basir, Volunteer Coordinator	P
Penny McMahon, Head of Technical Services	P

3. Pledge of Allegiance

All present recited the Pledge of Allegiance

4. Approval of Agenda

Anne Richmond made a motion to add Item 10b to Director's Report, a presentation from Penny Mc Mahon, Diane Klein seconded. All Trustees present (Foy, Frye, Klein, Richmond, Schottland and Warner) voted Aye. Motion carried.

5. Public Introductions and Comments: No public present

6. Approval of Minutes

a. Regular Board Meeting Minutes for June 26, 2013:

Anne Richmond made a motion to approve the Regular Board Meeting Minutes for June 26, 2013. Charlie Foy Seconded. The following Trustees, Foy, Klein, Schottland, and Warner, voted Aye. The following Trustee, Frye, voted Nay. Motion Carried.

7. Financial Business

a. Bookkeeping Report

b. Vendor’s List - Warrant # 673

Anne Richmond made a motion to Approve Warrant #673, Laura Frye seconded. On a Roll Cal vote, all Trustees present, Foy, Frye, Klein, Richmond, Schottland and Warner, voted Aye. Motion Carried.

c. Investment Rates:

	Illinois Funds	PNC	Investments (aggregate)
March	.043%	.23%	
April	.059%	.23%	
May	.022%	.23%	

8. Communications

a. Department Report – Edith Basir, Volunteer Coordinator:

Edith reported on progress of the library’s volunteer program and discussed several upcoming programs she is planning to inspire new volunteers to join the library. The Board thanked Edith for all the work she is doing with our group of volunteers.

9. Library Director’s Report

a) Jim DiDonato presented the Director’s Report as written.

b) Penny McMahon presented the Board with a proposal to attend LIBER International Book Fair in Madrid, Spain in October 2013. After a protracted discussion, Trustees agreed by consensus that the library’s patrons could greatly benefit by having access to the items purchased at the fair. Of particular discussion was the benefit of a \$2,400 grant two employees received to attend the conference, which will cover the cost of travel and lodging. President, Cathy

Warner, instructed Jim to track all expenses and purchases associated with this trip. The library will conduct a review of materials purchased the fair to determine how often those items circulate, the cost of each item with and without the grant figured in, the cost of each item and its associated circulation compared to that of those purchased through current vendors. Penny will provide the Board a full report at the October Board meeting, and Jim and Penny will provide the Board a statistical report both six months and twelve months after circulation stats have been accumulated for those items.

10. **Action Items**

a. Approve FY 2013-2014 Final In-house Budget:

Laura Frye made a motion to approve the Final In-House Budget as presented. Anne Richmond seconded. On a roll call vote all Trustees present, Foy, Frye, Klein, Richmond, Schottland and Warner, voted Aye. Motion Carried.

b. Approve Purchase of Computer Classroom Laptops:

Carolina Schottland made a motion to approve the purchase of computer classroom laptops from CDW-G for a total cost of \$17,052.02, Diane Klein seconded. On a roll call vote all Trustees present, Foy, Frye, Klein, Richmond, Schottland and Warner, voted Aye. Motion Carried.

c. Select Date to Close Library for Staff Training

Laura Frye made a motion to close the Library for staff training on October 11, 2013 and March 14, 2014. Anne Richmond Seconded. All Trustees present, Foy, Frye, Klein, Richmond, Schottland and Warner, voted Aye. Motion Carried

d. Approve Food Drive During September Library Card Sign-up Month

Laura Frye make a motion to approve a day of amnesty on September 21, 2013, in an attempt to encourage former patrons to start using the library again, to inspire patrons to return long overdue materials, and to assist the Avon Township Food Pantry. Patrons may return overdue items to the library and not be charged fines or processing fees, up to a maximum of \$100, provided the items are returned in good condition, on September 21st. This waiver applies only to materials owned by the Round Lake Area Library. Food items must be in good condition & not expired. No beverages, candy, or U.S. Gov. Food products accepted. Charlie Foy seconded. All Trustees present, Foy, Frye, Klein, Richmond, Schottland and Warner, voted Aye. Motion Carried

11. Executive Session: Closed session for the purpose of discussing:

11. General Good and Welfare

12. Adjournment

President Cathy Warner Adjourned the meeting at 7:37 p.m.

Respectfully submitted,

Name: _____ Date: _____

Robbyn Allbee,
Recording Secretary

Name: _____ Date: _____

Laura Frye,
Secretary, Library Board of Trustees