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**ROUND LAKE AREA LIBRARY
BOARD OF TRUSTEES
BOARD MEETING MINUTES
REGULAR MEETING
Meeting Room
April 23, 2014 – 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	A
Maggie Rodriguez, Head of Circulation	P
Alisha Smaby, Circulation Administrative Assistant	P

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

4. Approval of Agenda

Diane Klein made a motion to approve the agenda with the following changes:

- Move the following items
 - Action Item A - Swear In and Administer Oath to New Trustee, to immediately follow Agenda Item 5 - Public Introduction and Comments
 - Executive Session to immediately follow Agenda Item 7 – Financial Business
- Amend Action Item B - Approve FY 2011-2012 Regular Board Meeting Dates, to set dates for FY 2014-2015 rather than FY 2011-2012

Laura Frye seconded. All Trustees present, Foy, Frye, Klein, Richmond, Schottland and Warner, voted aye. Motion carried.

5. Public Introductions and Comments

The public is invited to provide comments at the beginning of each meeting. Any person or group wishing to speak is requested to sign in prior to the meeting, indicating the issue that they are addressing. The time for comments will be

limited to three minutes per person. Please note that the Board will listen to the comments but may not take official action during this meeting. However, a member of the Board may give direction to staff following a presentation.

- Lauri Goldstein, Victim Offender Mediation Coordinator for Lake County State's Attorney
- Don Oetker

Action Items

a. Swear In and Administer Oath to New Trustee:
 Board Secretary, Laura Frye, administered the Oath of Office to new Trustee, Kathy Oetker.

President Cathy Warner requested a second roll call.

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|--------------|---|---------------------|---|
| Charlie Foy | P | Anne Richmond | P |
| Laura Frye | P | Carolina Schottland | P |
| Diane Klein | P | Cathy Warner | P |
| Kathy Oetker | P | | |
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- | | |
|--|----------|
| Jim DiDonato, Executive Director | P |
| Robbyn Allbee, Administrative Manager | A |
| Maggie Rodriguez, Head of Circulation | P |
| Alisha Smaby, Circulation Administrative Assistant | P |
| Marina Stevens, Adult Services Librarian | P (6:45) |

6. Approval of Minutes

b. Regular Board Meeting for March 26, 2014:
 Laura Frye made a motion to approve the Regular Board Meeting Minutes for March 26, 2014 as presented. Anne Richmond seconded. The following Trustees, Foy, Frye, Klein, Richmond, Schottland, and Warner, voted Aye. Trustee Oetker abstained. Motion Carried.

7. Financial Business

- a. Bookkeeping Report
- b. Vendor's List - Warrant # 682
 Anne Richmond made a motion to approve Warrant #682. Laura Frye Seconded. On a Roll Call vote all Trustees present, Foy, Frye, Klein, Oetker, Richmond, Schottland and Warner, voted Aye. Motion Carried.
- c. Investment Rates:

	Illinois Funds	PNC
December	.017%	.23%
January	.014%	.23%
February	.012%	.23%
March	.018%	.23%

11. Executive Session:

- a. Closed session for the purpose of Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. Section 2.06 (5 ILCS 120/2(c)(11).)

Diane Klein made a motion to enter into Executive Session at 6:09 p.m. for the purpose of discussing possible litigation. Charlie Foy seconded. All Trustees present, Foy, Frye, Klein, Oetker, Richmond, Schottland and Warner, voted Aye. Motion Carried.

Anne Richmond made a motion to re-enter Regular Session at 6:36 p.m.. Carolina Schottland seconded. All Trustees present, Foy, Frye, Klein, Oetker, Richmond, Schottland and Warner, voted Aye. Motion Carried.

8. Communications

- a. Department Report: Maggie Rodriguez, Head of Circulation: Maggie provided an extensive list of accomplishments the Circulation department, Shelves, and Patron Liaisons made the past several months. Circulation has been actively involved in patron engagement with September Library Card Signup Month activities and National Library Week festivities, in addition to numerous ongoing raffles, trivia contests, and overall services. Maggie also introduced Alisha Smaby, who recently replaced previous Circulation Administrative Manager, Virginia Vehlow. Alisha provided a summary of new procedures Circulation implemented and details about completion of the recent Shelving reallocation project in Adult Services. The Board thanked Maggie and Alisha for their ongoing commitment to providing excellent service to our community.
- b. Review of Public Library Association Conference: Marina Stevens: Marina attended the 2014 bi-annual Public Library Association conference in March. Topics Marina found useful included the evolving trend of libraries offering interactive learning programs, such as with music instruments or crafts, so patrons gain exposure to activities in peer-learning, non-threatening sessions free of extended commitment and free of charge. Libraries are also seeing increased requests for more downloadable books and audiobooks and good success with Maker Spaces. Marina has already discussed implementing these programs with a few other people at the library.

9. Library Director's Report

Jim presented the library Director's Report as written.

10. Action Items

- b. Approve FY 2014-2015 Regular Board Meeting Dates (5 ILCS 120/2.03 and 75 ILCS 16/30-50): Anne Richmond made a motion to approve FY

2014-2015 Regular Meeting dates. Meetings will be held the fourth Wednesday of the month at 6:00 pm in the library's Meeting Room. Exceptions are in November and December when meetings will be held the third Wednesday of the months. Charlie Foy seconded. All Trustees present, Foy, Frye, Klein, Oetker, Richmond, Schottland and Warner), voted Aye. Motion Carried.

- c. Approval of .02 Building Maintenance Levy (75 ILCS 16/35-5 and 10 ILCS 5/28-2): Laura Frye made a motion to approve Ordinance 04-23-2014-BML as presented. Charlie Foy seconded. On a roll call vote all Trustees present, Foy, Frye, Klein, Oetker, Richmond, Schottland and Warner, voted Aye. Motion Carried.
- d. Approve Service Agreement with Computer Consultant: After reviewing service agreements with several computer service providers, Laura Frye made a motion to continue service with current technology consultant, Sikich, for one year. Charlie Foy seconded. On a roll call vote all Trustees present, Foy, Frye, Klein, Oetker, Richmond, Schottland and Warner), voted Aye. Motion Carried.
- e. Approve Updated Staff Salary Schedule with FY 2014-2015 COLA and Merit Changes: Trustees reviewed options for adjusting the library's Salary Schedule and asked Jim to present additional information, including recent Gross Domestic Product and Consumer Price Index statistics. No Motion. Action tabled to May Board meeting.

12. General Good and Welfare

13. Adjournment: President Cathy Warner adjourned the meeting at 8:09 p.m.

Name: _____ Date: _____
Jim DiDonato,
Recording Secretary

Name: _____ Date: _____
Laura Frye,
Secretary, Library Board of Trustees