

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
June 25, 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	6:04 p.m.	Carolina Schottland	P
Diane Klein	P	Cathy Warner	P
Kathy Oetker	6:13 p.m.		
Jim DiDonato, Executive Director			P
Robbyn Allbee, Administrative Manager			P
Rich Erikson, Head of Adult Services			P

3. Pledge of Allegiance

All present recited the Pledge of Allegiance

4. Approval of Agenda

Charlie Foy made a motion to approve the agenda as presented. Anne Richmond seconded. The following Trustees, Foy, 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.

Public Present: Maggie Rodriguez, Head of Circulation

6. Approval of Minutes

a. Regular Board Meeting for May 28, 2014:

Charlie Foy made a motion to approve the Regular Board Meeting Minutes of May 28, 2014 as presented, Carolina Schottland seconded. The following Trustees,

Foy, Klein, Schottland and Warner, voted Aye. Trustee Richmond abstained.
Motion carried.

7. Financial Business

- a. Bookkeeping Report
- b. Vendor's List - Warrant # 684
Anne Richmond made a motion to approve Warrant 684, Diane Klein seconded.
On a roll call vote the following Trustees, Foy, Klein, Oetker, Richmond, Schottland and Warner, voted Aye. Trustee Frye abstained. Motion carried.
- c. Investment Rates:

	Illinois Funds	PNC
March	.018%	.23%
April	.014%	.23%
May	.011%	.23%

8. Communications

- a. Department Report: Rich Erikson, Head of Adult Services:
Rich Erikson recapped the Adult Services activities for the first six months of 2014. The Board thanked Rich and his staff for their dedication to the library.
- b. Trustees reviewed a proposal for two employees to attend the Guadalajara book fair in November. Trustees directed Jim to include this as an action item on the July 23rd agenda.

9. Library Director's Report

- Jim DiDonato presented the report as written.

10. Action Items

- a. Approve a Bank of Record for Financial Service:
Diane Klein made a motion to approve State Bank of the Lakes as the library's bank of record for financial service for the library. Charlie Foy seconded. On a roll call vote, all Trustees present, Foy, Frye, Klein, Oetker, Richmond, Schottland and Warner, voted Aye. Motion Carried.
- b. Approval of Contractor to Seal Coat the Parking Lot:
The library recently discovered that wire to the far southwest parking lot light has broken. Blacktop between two parking lot lights needs to be removed in order to replace that wire. Trustees agreed it would be better to table a motion on approving seal coating the parking lot until after this work is done. Action Tabled. No Motion. No Action.
- c. Approve Vehicle Operation and Use Policy:
Trustees reviewed the first draft of the Vehicle Operation and Use Policy and asked for additional information about assigning defensive driving course in order for employees to use the library's van. Suggested changes to clarify verbiage defining appropriate use of the van were also discussed. Action Tabled. No Motion. No Action.

- d. Approve First Draft of FY 2014-2015 Internal Budget:
Laura Frye made a motion to approve the first draft of FY 2014-2015 Internal Budget. Charlie Foy seconded. On a roll call vote, all Trustees present, Foy, Frye, Klein, Oetker, Richmond, Schottland and Warner, voted Aye. Motion Carried.

- e. DISCUSSION AND ACTION ON A RESOLUTION ADOPTING A TENTATIVE FORM OF AN ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS OF ROUND LAKE AREA PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2014, AND ENDING JUNE 30, 2015:
Charlie Foy made a motion to ADOPT A TENTATIVE FORM OF AN ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS OF ROUND LAKE AREA PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2014, AND ENDING JUNE 30, 2015. Laura Frye seconded. On a roll call vote, all Trustees present, Foy, Frye, Klein, Oetker, Richmond, Schottland and Warner, voted Aye. Motion Carried.

- f. Set Date for Budget and Appropriation Hearing:
Charlie Foy made a motion to set August 27, 2014 at 5:55 p.m. as the date for the Budget and Appropriation Hearing. Carolina Schottland seconded. All Trustees present, Foy, Frye, Klein, Oetker, Richmond, Schottland and Warner, voted Aye. Motion carried.

- g. Review of Closed Session Minutes – First Half of Year (5 ILCS 120/2.06):
Anne Richmond made a motion to keep the first half of the year closed session minutes closed. Laura Frye seconded. All Trustees present, Foy, Frye, Klein, Oetker, Richmond, Schottland and Warner, voted Aye. Motion carried.

- h. Approve Director’s Contract:
Charlie Foy made a motion to approve Director Jim DiDonato’s contract with a 3% raise. Laura Frye seconded. On a roll call vote, all Trustees present, Foy, Frye, Klein, Oetker, Richmond, Schottland and Warner, voted Aye. Motion Carried. Trustees further instructed Jim to work to seek grants for the library and look for alternate sources of income. The Board also requested Jim to develop a long range plan for the library.

11. Executive Session:

Carolina Schottland made a motion at 7:42 p.m. to enter into Executive Session to discuss the matters listed below, Charlie Foy seconded. All Trustees present, Foy, Frye, Klein, Oetker, Richmond, Schottland and Warner, voted Aye. Motion carried.

- a) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body (5 ILCS 120/2(c)(1).)

- b) The review of closed session minutes, as defined in this Act, “Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of

approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.” (5 ILCS 120/2(c)(21).)

Laura Frye made a motion to exit Executive Session and re-enter the Regular Board meeting at 8:08 p.m.. Diane Klein seconded. All Trustees present, Foy, Frye, Klein, Oetker, Richmond, Schottland and Warner, voted Aye. Motion carried.

12. General Good and Welfare

13. Adjournment

President Cathy Warner adjourned the meeting at 8:27 p.m.

Respectfully submitted,

Name: _____ Date: _____
Robbyn Allbee,
Recording Secretary

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