

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  
May 28, 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 6:00p.m.

**2. Roll Call**

Charlie Foy	P	Anne Richmond	A
Laura Frye	P	Carolina Schottland	P
Diane Klein	P	Cathy Warner	P
Kathy Oetker	6:02p.m.		

Jim DiDonato, Executive Director	P
Robbyn Allbee, Administrative Manager	P
Penny McMahon, Head of Technical Services	P
Cheryl Clark, Administrative Assistant I/Outreach Assistant I	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. Laura Frye seconded. All trustees present, Foy, Frye, Klein, Oetker, 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.

No public present

**6. Approval of Minutes**

a. Regular Board Meeting for April 23, 2014:

Laura Frye made a motion to approve the Regular Board Meeting Minutes for April 23, 2014 as presented. Kathy Oetker seconded. All trustees present, Foy, Frye, Klein, Oetker, Schottland, and Warner, voted aye. Motion carried.

**7. Financial Business**

a. Bookkeeping Report

b. Vendor's List - Warrant # 683

Cathy Warner appointed Charlie Foy treasurer pro-tem.

Charlie Foy made a motion to approve Warrant #683. Laura Frye seconded. On a Roll Call Vote, all trustees present (Foy, Frye, Klein, Oetker, Schottland, and Warner) voted aye. Motion carried.

c. Investment Rates:

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

**8. Communications**

a. Department Report: Technical Services:

Penny McMahon, Head of Technical Services described the process of preparing a new book for the shelf. The board thanked her for this presentation.

b. Review of LIBER Book Fair:

Penny McMahon presented statistics on costs and circulation of materials purchased in the LIBER international book fair. Her recommendation to continue purchasing from such fairs in the future is being considered by the board.

**9. Library Director's Report**

Thank you letters to the library from Avon Food Pantry and the Bilingual PTO were displayed.

**10. Action Items**

a. Approve Ordinance Setting Non-resident Library Card Fee : Cathy Warner made a motion to approve Ordinance 05-28-2014-NON-RES-FEE, an ordinance setting the Non-Resident Library Card fee for Fiscal Year 2013-2014. Laura Frye seconded. On a roll call vote, all trustees present, Foy, Frye, Klein, Oetker, Schottland, and Warner, voted aye. Motion carried.

b. Adopt Prevailing Wage Ordinance (820 ILCS 130/9): Laura Frye made a motion to approve Ordinance 05-28-2014-PW, an ordinance ascertaining prevailing wages within the Round Lake Area Public Library District for Fiscal Year 2014-2015. Carolina Schottland seconded. On a roll call vote, all trustees present, Foy, Frye, Klein, Oetker, Schottland, and Warner, voted aye. Motion carried.

c. Appoint Trustees to Review Secretary's Minutes for Past Fiscal Year 2013-2014 (75 ILCS 16/30-65): Cathy Warner moved to appoint Kathy Oetker and Carolina Schottland to perform the annual Secretary's Audit for Fiscal Year 2013-2014. Charlie Foy seconded. All trustees present, Foy, Frye, Klein, Oetker, Schottland, and Warner, voted aye. Motion carried.

d. Approve Ordinance Providing for Disposal of Surplus Equipment: Carolina Schottland moved to approve ordinance 05-28-2014-SURPLUS, an ordinance authorizing declaring property as surplus and disposal of said property, as presented, stating that the library will donate 9 outmoded laptop computers to the Friends of the Library. Charlie Foy seconded. All trustees present, Foy, Frye, Klein, Oetker, Schottland, and Warner, voted aye. Motion carried.

- e. Approve Service Agreement with HVAC Services Provider: After a review of possible service providers, Laura Frye moved to approve a service agreement with the HVAC service provider "Mechanical". Charlie Foy seconded. On a roll call vote, all trustees present, Foy, Frye, Klein, Oetker, Schottland, and Warner, voted aye. Motion carried.
- f. Approve Bank of Record for Financial Service: After a review of possible service providers, the Board requested more information be gathered on Chase and State Bank of the Lakes, specifically regarding customer service reviews, Better Business Bureau profiles, and whether they are publically or privately owned. Laura Frye moved to table the discussion until the June 25, 2014 meeting. Charlie Foy seconded. On a roll call vote, all trustees present, Foy, Frye, Klein, Oetker, Schottland, and Warner, voted aye. Motion carried.
- g. Approve Food Drive During September Library Card Sign-up Month: Diane Klein moved to approve a day of fine amnesty on September 20, 2014, in an attempt to encourage former patrons to start using the library again, and to inspire patrons to return overdue materials, and to assist the Avon Township Food Pantry. Patrons may reduce fines up to a maximum of \$50, provided the donation items are in good condition, on September 20, 2014. This waiver applies only to materials owned by the Round Lake Area Library. Donation items must be unopened, not expired, and be human consumable foods or human personal hygiene items only. No beverages, candy, or U.S. Gov. Food products accepted. Fines will be reduced at the rate of \$1 per donated item. Laura Frye seconded. On a roll call vote, all trustees present, Foy, Frye, Klein, Oetker, Schottland, and Warner, voted aye. Motion carried.
- h. Approve Updated Staff Salary Schedule with FY 2014-2015 COLA and Merit Changes: Charlie Foy motioned to approve the Updated Staff Salary Schedule with no FY 2014-2015 COLA and with maximum possible Merit increases of 2.5%. Laura Frye seconded. On a roll call vote, trustees Foy, Frye, Klein, Schottland and Warner voted aye. Trustee Oetker abstained. Motion carried.
- i. Set Special Meeting Date for Director's Performance Review: Trustees were reminded to submit Director Performance Reviews to President Cathy Warner by June 7, 2014. No motion was made, no action.

11. **Executive Session:** None

12. **General Good and Welfare**

13. **Adjournment:** President Cathy Warner adjourned the meeting at 7:58 p.m.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Cheryl Clark,  
 Recording Secretary

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Laura Frye,  
 Secretary, Library Board of Trustees