

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
DECEMBER 16, 2015 – 6:30 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 6:30 p.m.

2. Roll Call

Mike Bock	P	Anne Richmond	P
Laura Frye	P	Carolina Schottland	6:32 p.m.
Diane Klein	P	Cathy Warner	P
Kathy Oetker	P		

Jim DiDonato, Executive Director	P
Robbyn Allbee, Administrative Manager	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 approve the Agenda as presented. Mike Bock seconded. The following Trustees, Bock, Frye, Klein, Oetker, Richmond, 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. Special Meeting, Tax Levy Hearing - November 18, 2015:

Laura Frye made a motion to approve the minutes for the Special Meeting, Tax Levy Hearing - November 18, 2015 as presented. Anne Richmond seconded. On a roll call vote, the following Trustees, Bock, Frye, Klein, Oetker, Richmond, and Schottland, voted Aye. Trustee Warner Abstained. Motion carried.

b. Regular Board Meeting Minutes for November 18, 2015:

Mike Bock made a motion to approve the Regular Board Meeting Minutes for November 18, 2015 as presented. Anne Richmond seconded. On a roll call vote, the following Trustees, Bock, Frye, Klein, Oetker, Richmond, and Schottland, voted Aye. Trustee Warner abstained. Motion carried.

7. Financial Business

a. Bookkeeping Report

b. Vendor's List - Warrant # 702

Laura Frye made a motion to approve Warrant #702 and the Addendum. Anne Richmond seconded. On a roll call vote, the following Trustees, Bock, Frye, Klein, Oetker, Richmond, Schottland and Warner, voted Aye. Motion carried.

c. Investment Rates:

	Illinois Funds	State Bank of the Lakes
October	.045%	.20%
November	.045%	.20%
December	.040%	.20%

8. Communications:

a. Department Report – Technical Services:

Penny Mc Mahon reviewed the trip she and Sara Grimm took to the Guadalajara Book Festival. Material should start arriving around the holidays. The library expects to receive over 350 items from the fair's selection.

9. Library Director's Report

Jim presented the Director's Report as written.

10. Action Items

a. Approval of FY 2015-2016 Per Capita Grant Application:

Trustees reviewed the second draft of the Per Capita Grant application, focusing on

- A review of Chapter 5, "Technology," from Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014
- A review of the educational programs and training opportunities the library currently provides to its patrons

- A review of the Edge Assessment
- A discussion of the library's funding of and practices used to support educational programs and training opportunities for patrons
- A review of the ways in which the library fosters resource sharing
- Planned use of grant funds

Carolina Schottland made a motion to approve the FY 2015-2016 Per Capita Grant Application. Laura Frye seconded. The following Trustees, Bock, Frye, Klein, Oetker, Richmond, Schottland and Warner, voted Aye. Motion carried.

b. Action on Providing Amnesty Week During National Library Week, April 10-16, 2016:

Mike Bock made a motion to approve the library adopting an Amnesty Week for National Library Week, April 10-16, 2016, allowing patrons the opportunity to have fines waived for a maximum of \$50.00, provided patrons present, in person, a valid library card or ID and have returned their overdue items to the library and those items are returned in good condition. This program is applicable to any overdue fines on items owned by the Round Lake Area Library. This does not apply to lost/damaged items, processing fees, or referral fees. Laura Frye seconded. On a roll call vote, the following Trustees, Bock, Frye, Klein, Oetker, Richmond, Schottland and Warner, voted Aye. Motion carried.

c. Action on Cash Funds Transfer:

Anne Richmond made a motion to approve the following Cash Funds Transfer:

Originating Account	Transfer to	Amount
Illinois Fund – Main Checking	SBOTL – Max Safe	\$ 288,000
Illinois Fund – Merchant Account	SBOTL – Max Safe	\$ 12,000
TOTAL TRANSFER TO SBOTL	State Bank of the Lakes	\$ 300,000

Carolina Schottland seconded. On a roll call vote, the following Trustees, Bock, Frye, Klein, Oetker, Richmond, Schottland and Warner, voted Aye. Motion carried.

d. Second Half of Year Review of Closed Session Minutes (5 ILCS 120/2.06)and (5 ILCS 120/2.06):

Laura Frye made a motion to keep the second half of year Closed Session Minutes closed (5 ILCS 120/2.06)and (5 ILCS 120/2.06). Mike Bock seconded. The following Trustees, Bock, Frye, Klein, Oetker, Richmond, Schottland and Warner, voted Aye. Motion carried.

11. Executive Session

Closed session for the purpose of discussing 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).) and (5 ILCS 120/2.06)

Anne Richmond made a motion to enter into Executive Session at 7:13 p.m., Laura Frye Seconded. The following Trustees, Bock, Frye, Klein, Oetker, Richmond, Schottland and Warner, voted Aye. Motion carried.

Anne Richmond made a motion to re-enter the open meeting at 7:18 p.m. Laura Frye seconded. The following Trustees, Bock, Frye, Klein, Oetker, Richmond, Schottland and Warner, voted Aye. Motion carried.

12. General Good and Welfare

13. Adjournment

Cathy Warner adjourned the meeting at 7:36 p.m.

Respectfully submitted,

Name: _____ Date: _____
Robbyn Allbee,
Recording Secretary

Name: _____ Date: _____
Anne Richmond,
Secretary, Library Board of Trustees