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**ROUND LAKE AREA LIBRARY
BOARD OF TRUSTEES
BOARD MEETING AGENDA
REGULAR MEETING
Meeting Room
May 27, 2009 – 6:00 p.m.**

All matters on the agenda may be discussed, amended, and acted upon, regardless of placement.

- 1. Call to Order:** President Diane Klein called the meeting to order at 6:00 p.m.
- 2. Roll Call:**

Sharon Fick	A	Brad Ogilvie	A
Rene Hernandez, Jr.	P	Shari Skorcz	P
Linda Kauffman	P	Cathy Warner	P
Diane Klein	P		

Jim DiDonato, Executive Director	P
Robbyn Allbee, Administrative Manager	P

Diane Klein appointed Shari Skorcz as Treasurer pro Tem

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

- 4. Approval of Agenda:**

Diane Klein asked that discussion Item 11 a. Swear In and Administer Oath to New Trustee be moved to after the Approval of Agenda. Linda Kauffman made a motion to accept the Agenda with the changes. Cathy Warner seconded. All Trustees present, Hernandez, Jr., Kauffman, Klein, Skorcz, and Warner, voted Aye.

- 11a. Swear In and Administer Oath to New Trustee:**

Rene Hernandez, Jr. administered the Oath of Office to Diane Klein, Patty Smart and Cathy Warner.

A second roll call was conducted.

Sharon Fick	A	Brad Ogilvie	A
Linda Kauffman	P	Shari Skorcz	P
Diane Klein	P	Patty Smart	P
		Cathy Warner	P

Jim DiDonato, Executive Director	P
Robbyn Allbee, Administrative Manager	P

5. Public Introductions and Comments: None

Public Present: Gail Grunst, John Haliotis and Paula Rohrs attended

6. Approval of Minutes

- a. Regular Board Meeting for April 22, 2009:
Linda Kauffman made a motion to accept the minutes as presented.
Cathy Warner seconded. The following Trustees voted Aye: Kauffman, Klein, Skorcz, and Warner. The following Trustee Abstained: Smart.
Motion carried.
- b. Executive Session Minutes for April 22, 2009:
Tabled until June
- c. Special Board Meeting Executive Session Minutes December 3, 2008:
Cathy Warner made a motion to accept the minutes as presented.
Shari Skorcz seconded. The following Trustees voted Aye: Kauffman, Klein, Skorcz, and Warner. The following Trustee Abstained: Smart.
Motion carried.
- d. Executive Session Minutes for January 28, 2009:
Diane Klein made a motion to accept the minutes as presented. Cathy Warner seconded. The following Trustees voted Aye: Kauffman, Klein, Skorcz, and Warner. The following Trustee Abstained: Smart. Motion carried.

7. Financial Business

- a. Bookkeeping Report
- b. Vendor's List - Warrant # 623
- c. Investment Rates:

i. Illinois Funds		ii. Associated Bank	
February	.513%	February	0.25%
March	.967%	March	0.25%
April	.401%	April	0.25%

Shari Skorcz, as Treasurer pro Tem, made a motion to accept Warrant #623 in the amount of \$156,249.45. Cathy Warner seconded. On a Roll Call vote all Trustees present, Kauffman, Klein, Skorcz, Smart, and Warner, voted Aye. Motion carried.

8. Communications

- a. Department Report – Information and Technology Services
John Haliotis presented an Information and Technology Services report.

Trustees were given copies of an updated Trustee contact list, a Park District Fitness Center flyer, an invitation to attend a Cirque du Soliel performance, and patron comments praising the Security Team.

Trustees were shown invitations to Cook Memorial library, a certificate from B.E.S.T., thanking the library for it's participation in the Chili Supper, and an invitation from Mayor Rich Hill of Round Lake Beach to attend a lake front park dedication.

9. Library Director's Report

Cathy Warner asked Jim to look for existing magnetic signs that say "Round Lake Area Public Library" for the van.

10. Discussion Items

- a. Electrical System Update and Scheduling:
The Board gave direction to Jim to go ahead with finishing the electrical work during this fiscal year.
- b. Lobby Makeover – Phase 1:

Cathy Warner suggested taping the floor where the Coke machines were going to be moved to prior to actually moving them to give everyone a visual idea of how they will look and fit in the vestibule. Jim will send digital photo's to all Trustees. The fish tank will be moved to the current book drop location and the Information Desk/Snack Counter will go in that spot.

11. **Action Items**

- b. Elect New Officer's to Board of Trustees:
Cathy Warner made a motion to appoint Diane Klein as President, Cathy Warner as Vice President, Shari Skorcz as Secretary and Brad Ogilvie as Treasurer. Linda Kauffman seconded. All Trustees present, Kauffman, Klein, Skorcz, Smart, and Warner, voted Aye. Motion carried.
- c. Motion to Honor Trustee, Rene Hernandez, Jr.'s Service: Diane Klein made a motion to thank Rene Hernandez, Jr for his service to the library. Cathy Warner seconded. All Trustees present, Kauffman, Klein, Skorcz, Smart, and Warner, voted Aye. Motion carried. Rene Hernandez, Jr. was given a plaque to thank him for his four years of service to the Round Lake Area Public Library. Speeches were made and cake and cookies were enjoyed by all.
- d. Approval of Investment Policy:
Cathy Warner made a motion to accept the Investment Policy with the stipulation under 1.12 Maximum Investments that investments are held for no longer than two years and a maturity date of no more than three years. Diane Klein seconded. On a Roll Call vote all Trustees present, Kauffman, Klein, Skorcz, Smart, and Warner, voted Aye. Motion carried.
- e. Approve FY 2009-2010 Regular Board Meeting Dates (5 ILCS 120/2.03 and 75 ILCS 16/30-50):
Linda Kauffman made a motion to accept the meeting dates in Proposal B: all regular Board meetings will be held the fourth Wednesday of each month at 6:00 p.m. except for November and December when the meetings will be held on the third Wednesday of the month. Shari Skorcz seconded. All Trustees present, Kauffman, Klein, Skorcz, Smart, and Warner, voted Aye. Motion carried.
- f. Approve Dates to Close for Staff In-Service:

Linda Kauffman made a motion to close the library on August 7th and November 6th for the purpose of holding staff in-service and training. Cathy Warner seconded. All Trustees present, Kauffman, Klein, Skorc, Smart, and Warner, voted Aye. Motion carried.

g. Approve Banning Patron:

Diane Klein made a motion to ban a patron for a period of one year due to a concern over the security of staff and the building. Linda Kauffman seconded. All Trustees present, Kauffman, Klein, Skorc, Smart, and Warner, voted Aye. Motion carried.

h. Approve Staff Salary Schedule with COLA and Merit Changes:

Cathy Warner made a motion for a 1% COLA raise to all employees and a merit increase of up to 1%. Linda Kauffman seconded. On a roll call vote all Trustees present, Kauffman, Klein, Skorc, Smart, and Warner, voted Aye. Motion carried.

i. Approve Director's Contract

Tabled until June

12. General Good and Welfare

13. Executive Session

Closed session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. (5 ILCS 120/2(c)(1).)

14. Adjournment

Diane Klein made a motion to adjourn the meeting at 8:05 p.m. Cathy Warner seconded.

Respectfully submitted,

Robbyn Allbee,
Recording Secretary