

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
SPECIAL MEETING
Meeting Room
September 2, 2009 – 6:30 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 6:40 p.m.

2. Roll Call:

Linda Kauffman	P	Shari Skorcz	P
Diane Klein	P	Patty Smart	P
Brad Ogilvie	A	Cathy Warner	P
Jim DiDonato, Executive Director			P
Robbyn Allbee, Administrative Manager			P

3. Pledge of Allegiance

4. Training on the Open Meetings Act with the State's Attorneys Office

Janelle Christensen from the State's Attorney's Office provided training to Trustees regarding the Open Meetings Act. Handouts included: a copy of the Public Act 096-0542, Open Meetings Act 120 Section 120/1. – 120/7. and a paper copy of her Power Point presentation.

Some of the points covered included:

- The Board is able to discuss any issue, even if it is not on the Agenda. However, NO Final Action may be taken on any item unless it appears on the Agenda.
- There is no reason to "approve" an agenda, as nothing can be added to it after it has been posted (at least 48 hours in advance of a meeting). Any item can be discussed in any order on an agenda; though nothing can be added for approval.
- If a Committee is comprised of three or more Board members the agenda for the committee meeting must state this is a Board Committee Meeting: Subcommittee of the XYZ; as three members discussing library business is considered a full Board meeting. Any three members discussing any library related business constitutes a majority for the quorum, and is therefore considered a meeting.

- Agendas should not list an item for discussion in Executive Session unless the Board will be going into Executive Session.
- The Board may enter into Executive Session even if it is not on the Agenda to discuss any item covered in 5ILCS 120/2. The specific topic to be discussed must be disclosed in the Minutes.
- A Roll Call vote is needed to enter into Executive Session. When going into Executive Session, the Board must cite the statutory reason for entering into Closed Session.
- A review of Executive Session minutes can be done in Closed Session but the decision of whether or not to keep those minutes and tapes sealed or to disclose them (vote to approve) must be made in open session. Executive Session minutes can be kept closed indefinitely, provided the Board feels that is appropriate.
- No Final Action can be taken while in Executive Session. The only Final Action item that can take place in Executive/Closed Session is the approval of previous Executive/Closed Sessions.
- The Board's By-Laws should state where the verbatim record of Executive Session minutes are stored and who keeps them.
- Executive Session verbatim tapes can be destroyed 18 months after the session has occurred, provided the Board has approved the destruction of those records and previously approved and released the minutes and a paper copy of those minutes are kept. The Board does need to state, specifically, the dates of the Closed Session minutes to be destroyed; the Board cannot declare that all minutes prior to a particular date or for a particular period be destroyed.
- Regardless of any Board policy, a quorum - four Trustees - must be physically present in the Board Room before a meeting can be held and before any Final Action can be taken and before any Trustee can participate remotely.
- The By-Laws should include a section defining the Board's policy for allowing remote attendance by Trustees.
- The Board may reconvene a meeting if that meeting is held within 24 hours of the originally posted meeting, or an announcement of the new time and place of the reconvened meeting was made at the original meeting. This also requires that there be absolutely no change to the agenda from the originally scheduled meeting and that proper public notice was given in advance of the originally scheduled meeting.
- If an emergency meeting is to be called, the public must be notified of an emergency meeting as soon as is practicable. Acceptable notification can be placed on the library's web site, plus notice should be placed on the front door and a published in any newspaper who has previously requested notification of any meetings. The Board can only call for an Emergency Meeting in cases that are considered true emergencies; an Emergency Meeting should not be called solely to address items that could have been addressed during a Regular Meeting.
- The Board's By-laws should include a statement that defines when and for how long the public is able to speak at a meeting; this is not defined in any Illinois statute.

5. Adjournment

Linda Kauffman made a motion to adjourn the meeting at 8:10 p.m. Patty Smart seconded, all trustees present, (Kauffman, Klein, Skorcz, Smart and Warner), voted Aye.

Respectfully Submitted,



Robbyn Allbee
Recording Secretary