

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
November 17, 2010 – 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 6:01 p.m.

2. Roll Call:

Mandy Hollingsworth	P	Shari Skorcz	P 6:05p.m.
Linda Kauffman	P	Patty Smart	P
Diane Klein	P	Cathy Warner	P
Brad Ogilvie	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

Patty Smart made a motion to approve the agenda as presented. Linda Kauffman seconded. All Trustees present, Hollingsworth, Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner, voted Aye. Motion carried.

5. Public Introductions and Comments: No public present

6. Approval of Minutes:

a. Regular Board Meeting Minutes for October 27, 2010:

Cathy Warner made a motion to approve the minutes from October 27, 2010 as presented. Mandy Hollingsworth seconded. The following Trustees voted Aye: Hollingsworth, Klein, Ogilvie, Skorcz and Warner. The following Trustees abstained: Kauffman and Smart. Motion carried.

7. Financial Business

a. Bookkeeping Report

Trustee Ogilvie discussed the FDIC permanently raising its insurance levels to \$250,000, bank watch lists, rates of interest and the overall finances of the library.

b. Vendor's List - Warrant # 641

Brad Ogilvie made a motion to accept Warrant #641. Linda Kauffman seconded. On a Role Call vote, all trustees present, Hollingsworth, Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner, voted Aye. Motion carried.

c. Investment Rates:

i. Illinois Funds		ii. National City/PNC	
June	.151%	June	0.44%
July	.178%	July	0.45%
August	.193%	August	0.45%
September	.179%	September	0.40%
October	.159%	October	0.36%

8. Communications

- a. Department Report – Penny McMahon, Head of Technical Services:
Trustees welcomed Penny Mc Mahon as the Head of Technical Services. Everyone expressed gratitude to Penny for filling in after such a difficult loss to the department and wished her the best of success in her new responsibilities.
- b. Trustees were presented a card, signed by staff, thanking them for the Holiday Gift Cards.
- c. The Trustees signed a Thank You letter to be given to the Park District for partnering with the library to present the recent Native American Pow Wow program.

9. Library Director's Report:

Jim presented the Director's Report as written.

10. Action Items

- a. Approval of Tax Levy Ordinance, 11-17-2010-TLO – AN ORDINANCE PROVIDING FOR LEVYING AND ASSESSING TAXES OF ROUND LAKE AREA PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2010, AND ENDING JUNE 30, 2011: Brad Ogilvie made a motion to approve the Tax Levy Ordinance. Linda Kauffman seconded. On a roll call vote, all Trustees present,

Hollingsworth, Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner, voted Aye. Motion carried.

- b. Approval of Personnel Manual Updates – Second Reading: Mandy Hollingsworth made a motion to approve the Personnel Manual Updates. Patty Smart seconded. All Trustees present, Hollingsworth, Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner, voted Aye. Motion carried.
- c. Approval of Dates to Close Library in 2011 for Staff Training: Linda Kauffman made a motion to approve the following dates to close Library in 2011 for staff training: February 25th, July 29th, and November 4th. Brad Ogilvie seconded. All Trustees present, Hollingsworth, Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner, voted Aye. Motion carried.
- d. Approval of Computer Network Server Purchase: Patty Smart made a motion to approve the Computer Network Server Purchase from Paragon Micro. Cathy Warner seconded. On a roll call vote, all Trustees present, Hollingsworth, Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner, voted Aye. Motion carried.

11. **Executive Session: None**

12. **General Good and Welfare**

13. **Adjournment**

President Diane Klein adjourned the meeting at 6:35 p.m.

Respectfully submitted,

Name: _____ Date: _____

Robbyn Allbee,
Recording Secretary

Name: _____ Date: _____

Shari Skorcz
Secretary, Library Board of Trustees