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**ROUND LAKE AREA LIBRARY
BOARD OF TRUSTEES
BOARD MEETING MINUTES
REGULAR MEETING
Meeting Room
February 23, 2011 – 6:00 p.m.**

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

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

2. **Roll Call:**

Mandy Hollingsworth	P	Shari Skorcz	A
Linda Kauffman	P	Patty Smart	A
Diane Klein	P	Cathy Warner	P
Brad Ogilvie	P		

Jim DiDonato, Executive Director	P
Robbyn Allbee, Administrative Manager	P
Deb Allen, Head of Youth Services	P

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

4. **Approval of Agenda:**

Diane Klein made a motion to accept the agenda as written. Mandy Hollingsworth seconded. All Trustees present: Hollingsworth, Kauffman, Klein, Ogilvie and Warner, voted Aye. Motion carried.

5. **Public Introductions and Comments**

6. **Approval of Minutes**

a. Regular Board Meeting Minutes for January 26, 2011:

Mandy Hollingsworth made a motion to accept the Regular Board Meeting Minutes for January 26, 2011 as presented. Brad Ogilvie seconded. The following Trustees: Hollingsworth, Ogilvie and Warner, voted Aye. The following Trustees: Kauffman and Klein, abstained. Motion carried.

7. **Financial Business**

a. Bookkeeping Report:

Brad Ogilvie discussed the Legislative Breakfast he attended with Linda Kauffman, Jim DiDonato and Robbyn Allbee on Presidents Day.

b. Vendor's List - Warrant # 644:

Brad Ogilvie made a motion to accept Warrant #644. Linda Kauffman seconded. On a roll call vote all Trustees present: Hollingsworth, Kauffman, Klein, Ogilvie, and Warner, voted Aye. Motion carried.

c. Investment Rates:

i. Illinois Funds		ii. National City/PNC	
September	.179%	September	0.40%
October	.159%	October	0.36%
November	.155%	November	0.35%
December	.121%	December	0.34%
January	.121%	January	.34%

8. Communications

a. Department Report –Debbie Allen, Youth Services:

The Board thanked Debbie for all the Youth Services department does for the youth of the community.

9. Library Director's Report:

- Jim presented the Director's Report as written.
- The Board asked Jim to put a notice of open Trustee positions on the web site, throughout the library and in the newspaper. A due date of April 8, 2011 was set for applications and the Board asked that applicants include a short essay as to why the applicant would like to be on the Board.

10. Action Items

a. An Ordinance Authorizing Certain Interfund Transfers Midyear FY 2010-2011:

Cathy Warner made a motion to approve Ordinance 02-23-2011-IFT, an Ordinance Authorizing Certain Interfund Transfers Midyear FY 2010-2011. Mandy Hollingsworth seconded. On a roll Call vote all Trustees present: Hollingsworth, Kauffman, Klein, Ogilvie and Warner, voted aye. Motion carried.

b. Approve Identity Protection Policy – First Reading:

Cathy Warner made a motion to approve the Identity Protection Policy. Mandy Hollingsworth seconded. All Trustees present: Hollingsworth, Kauffman, Klein, Ogilvie and Warner, voted aye. Motion carried.

- c. Approve Personal Information Protection Policy – First Reading:
Mandy Hollingsworth made a motion to approve the Personal Information Protection Policy. Brad Ogilvie seconded. All Trustees present: Hollingsworth, Kauffman, Klein, Ogilvie and Warner, voted aye. Motion carried.
- d. Approval of Participation in Energy Cooperative:
Brad Ogilvie made a motion to participate in the Intergovernmental Utilities Purchasing Cooperative energy cooperative for purchase of natural gas and electricity for a period not to exceed two years. Cathy Warner seconded. On a roll Call vote all Trustees present: Hollingsworth, Kauffman, Klein, Ogilvie and Warner, voted aye. Motion carried.
- e. Approval of Insurance Provider:
Tabled pending further information. The Board would like to see more information and further delineation for building, contents, and auto coverage, and an equal deductible for all providers.
- f. Set Date for Annual Planning Meeting:
Diane Klein made a motion to hold the Board's Annual Planning Meeting at 6:00 p.m. on March 16th in the Activity Room at the library. Cathy Warner seconded. All Trustees present: Hollingsworth, Kauffman, Klein, Ogilvie and Warner, voted aye. Motion carried.

- 11. **Executive Session: None**
- 12. **General Good and Welfare**
- 13. **Adjournment**

President Diane Klein adjourned the meeting at 7:47 p.m.

Name: _____ Date: _____
Robbyn Allbee,
Recording Secretary

Name: _____ Date: _____
Mandy Hollingsworth,
Secretary Pro-Tem, Library Board of Trustees