

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
REGULAR MEETING MINUTES
Meeting Room
June 22, 2011 – 6:00 p.m.**

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

1. **Call to Order:** President Linda Kauffman called the meeting to order at 6:00 pm

2. **Roll Call:**

Mandy Hollingsworth	P	Patty Smart	P
Linda Kauffman	P	Cathy Warner	A
Diane Klein	P		

Jim DiDonato, Executive Director	P
Robbyn Allbee, Administrative Manager	A
Penny McMahon, Head of Technical Services	P

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

4. **Approval of Agenda:** Diane Klein made a motion to approve the agenda as presented. Patty Smart seconded. All Trustees present: Hollingsworth, Kauffman, Klein, and Smart, voted Aye. Motion carried.

5. **Public Introductions and Comments:** Ron Repa and Andrew Cohen

6. **Approval of Minutes:**

a. Regular Board Meeting Minutes for May 25, 2011:

Mandy Hollingsworth made a motion to accept the Regular Board Meeting Minutes for May 25, 2011 as presented. Patty Smart seconded. All Trustees present: Hollingsworth, Kauffman, Klein, and Smart, voted Aye. Motion carried.

7. **Financial Business**

- a. Bookkeeping Report
- b. Vendor's List - Warrant # 648

Mandy Hollingsworth made a motion to accept Warrant #648 as presented. Diane Klein seconded. On a Roll Call vote all Trustees present: Hollingsworth, Kauffman, Klein, and Smart, voted Aye. Motion carried.

c. Investment Rates:

i. Illinois Funds		ii. National City/PNC	
March	0.085%	March	0.32%
April	0.085%	April	0.32%
May	0.036%	May	0.36%

8. Communications

a. Department Report – Penny McMahon, Head of Technical Services: Penny discussed the recent hire of Spanish language cataloger, Sara Grimm, reviewed recent process updates, and talked about the physical changes to the worktable, furniture, painting, and other infrastructure in Technical Services. Penny begrudgingly accepted a thank you from the Board for her work on the mural in Youth Services.

9. Library Director’s Report: Jim presented the library director’s report as written. Jim and Trustees discussed the Village of Round Lake Beach’s TIF 4 proposal. Based on calculations provided by the Village, the library can expect to see surplus fund reimbursements starting 2019 with the TIF ending in 2029. The best financial option for the library is to work with the Village to join in an intergovernmental agreement for a 17 year agreement. To date the Round Lake Park District, Greater Round Lake Fire Protection District, and the School District have all already either signed 17 year agreements or have committed to signing 17 year agreements in the very near future. All Trustees agreed the 17 year TIF makes the most financial sense to the library, as compared to not participating in an intergovernmental arrangement or choosing a 23 year TIF. Trustees instructed Jim to ask the library’s attorney to review the intergovernmental agreement for TIF 4 with the Village for a term of 17 years. The library intends to review that agreement at their regularly scheduled July meeting.

10. Action Items

a. Adopt Prevailing Wage Ordinance (820 ILCS 130/9):
 Diane Klein made a motion to approve Ordinance 06-22-2011-PW - An Ordinance Ascertainning Prevailing Wages within the Round Lake Area Public Library District. Mandy Hollingsworth seconded. All Trustees present: Hollingsworth, Kauffman, Klein, and Smart, voted Aye. Motion carried.

b. Appoint Trustees to Review Secretary's Minutes for Past Fiscal Year (75 ILCS 16/30-65):

Diane Klein made a motion to appoint Patty Smart and Linda Kauffman the trustees to review the Secretary's Minutes for Fiscal Year 2010-2011. Mandy Hollingsworth seconded. All Trustees present: Hollingsworth, Kauffman, Klein, and Smart, voted Aye. Motion carried. Jim and Robbyn will work out a meeting time to review the minutes with Patty and Linda after the July 27th meeting.

Executive Session – Selection of A Person to Fill A Public Office: Patty Smart made a motion to enter Executive Session for the purpose of interviewing prospective candidates for two open Trustee positions at 6:35. Mandy Hollingsworth seconded. All Trustees present: Hollingsworth, Kauffman, Klein, and Smart, voted Aye. Motion carried.

Mandy Hollingsworth made a motion to enter Regular Session at 8:21. Patty Smart seconded. All Trustees present: Hollingsworth, Kauffman, Klein, and Smart, voted Aye. Motion carried.

c. Approve Amnesty Month for Library Card Sign-up Month in September:

Diane Klein made a motion to approve the library adopting an Amnesty Month program, allowing patrons the opportunity to return overdue items to the library and not be charged fines, processing fees, or referral fees provided the items are returned in good condition during month of September. This program is applicable to any person returning ONLY items owned by the Round Lake Area Library. Mandy Hollingsworth seconded. This does not apply to all patrons in our database; only to those who bring materials in to the library. On a roll call vote, all Trustees present: Hollingsworth, Kauffman, Klein, and Smart, voted Aye. Motion carried.

Executive Session – Review of Closed Session Minutes: Diane Klein made a motion to enter Executive Session for the purpose of reviewing Closed Session Minutes for the past six months (First Half Year Review (5 ILCS 120/2.06)) at 8:35. Mandy Hollingsworth seconded. All Trustees present: Hollingsworth, Kauffman, Klein, and Smart, voted Aye. Motion carried.

Mandy Hollingsworth made a motion to enter Regular Session at 8:41. Patty Smart seconded. All Trustees present: Hollingsworth, Kauffman, Klein, and Smart, voted Aye. Motion carried.

- d. Review of Closed Session Minutes – First Half of Year (5 ILCS 120/2.06):
Diane Klein made a motion to keep the past six months (First Half of Year) Closed Session Minutes, closed. Patty Smart seconded. All Trustees present: Hollingsworth, Kauffman, Klein, and Smart, voted Aye. Motion carried.
- e. Appoint Trustee to Fill Vacant Position:
Mandy Hollingsworth made a motion to appoint Anne Richmond and Ron Repa to fill two vacant positions on the Library Board. Patty Smart seconded. All Trustees present: Hollingsworth, Kauffman, Klein, and Smart, voted Aye. Motion carried.

Executive Session – The Employment, Compensation, and Performance, of the Executive Director: Diane Klein made a motion to enter Executive Session for the purpose of reviewing the Director’s performance and contract at 8:45. Patty Smart seconded. All Trustees present: Hollingsworth, Kauffman, Klein, and Smart, voted Aye. Motion carried.

Diane Klein made a motion to enter Regular Session at 9:07. Patty Smart seconded. All Trustees present: Hollingsworth, Kauffman, Klein, and Smart, voted Aye. Motion carried.

- f. Conduct Director’s Performance Review:
Trustees thanked Jim for his continued service to the library and asked that he continue to provide the same level of service in the future.
- g. Approve Director’s Contract:
Diane Klein made a motion to approve the director’s contract as written, and to provide the director a one-time bonus of \$2,000. Patty Smart seconded. On a roll call vote, all Trustees present: Hollingsworth, Kauffman, Klein, and Smart, voted Aye. Motion carried.
- h. Set Special Meeting Date for Director’s Performance Review:
No Motion; No Discussion; No Action.
- i. Set Date of Special Meeting to Interview and Appoint Prospective Board Trustees:
No Motion; No Discussion; No Action.

11. **General Good and Welfare**

12. **Adjournment**

Linda Kauffman made a motion to adjourn the meeting at 9:32 pm. Mandy Hollingsworth seconded. All Trustees present: Hollingsworth, Kauffman, Klein, and Smart, voted Aye. Motion carried.

Name: _____ Date: _____
Jim DiDonato,
Recording Secretary

Name: _____ Date: _____
Patty Smart,
Secretary, Library Board