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**ROUND LAKE AREA LIBRARY
BOARD OF TRUSTEES
BOARD MEETING MINUTES
REGULAR MEETING
Computer Lab
November 16, 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 Kauffman called the meeting to order at 6:04 p.m.

2. Roll Call:

Mandy Hollingsworth	P	Anne Richmond	P
Linda Kauffman	P	Patty Smart	P
Diane Klein	P	Cathy Warner	P
Ron Repa	A		
Jim DiDonato, Executive Director			P
Robbyn Allbee, Administrative Manager			P
Gail Grunst, Head of Circulation			P
John Haliotis, Information Technology Systems Administrator			P
Edith Basir, Volunteer Coordinator			P

3. Pledge of Allegiance:

All present recited the Pledge of Allegiance

4. Approval of Agenda:

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

5. Public Introductions and Comments:

Daniel Melendez, President of the Friends of the Round Lake Area Public Library

6. Approval of Minutes:

Regular Board Meeting Minutes for October 26, 2011:

Mandy Hollingsworth made a motion to approve the Regular Board Meeting Minutes for October 26, 2011. Diane Klein seconded. All Trustees present,

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

7. Financial Business:

a. Bookkeeping Report

b. Vendor's List - Warrant # 653:

Mandy Hollingsworth made a motion to accept Warrant # 653. Anne Richmond seconded. On a roll call vote all Trustees present, Hollingsworth, Kauffman, Klein, Richmond, Smart and Warner, voted Aye. Motion carried.

c. Investment Rates:

i. Illinois Funds		ii. PNC	
August	.021%	August	0.35%
September	.046%	September	0.27%
October	.046%	October	0.27%

8. Communications :

a. Department Report – Gail Grunst, Head of Circulation:

Gail Grunst introduced the Circulation department's newest employee, Manuel Flores, to the Board. The Board thanked Gail and Circulation for all the hard work they do.

b. Daniel Melendez gave a status report on progress the Friends of the Library have made over the past six months. The Board thanked Daniel for a very nice presentation, noting this is the first time the Board has received such a report from the Friends.

c. The Board was given their holiday gift cards.

d. The Board was given thank you cards from staff members for the holiday gift cards.

e. President Linda Kauffman presented her resignation from the Board to be effective 31 December 2011.

9. Library Director's Report:

Jim DiDonato presented the Director's Report as written. Jim, Edith Basir, and Patty Smart reviewed the library's level of assistance provided to the Friends over the past six months. Trustees directed Jim and Edith to continue providing support to maximize the Friends effectiveness through the Friends officer elections in April.

10. Action Items

a. Approval of Tax Levy Ordinance – 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, 2011, AND ENDING JUNE 30, 2012:

Cathy Warner made a motion to approve Ordinance 11-16-2011-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, 2011, AND ENDING JUNE 30, 2012. Diane Klein seconded. On a roll call vote all Trustees present, Hollingsworth, Kauffman, Klein, Richmond, Smart and Warner, voted Aye. Motion carried.

b. Approval of Dates to Close Library for 2012 Staff Training:

Cathy Warner made a motion to close the library on March 16, 2012 and October 12, 2012 for the purpose of holding staff training. Patty Smart seconded. All Trustees present, Hollingsworth, Kauffman, Klein, Richmond, Smart and Warner, voted Aye. Motion carried.

c. Food for Fines - National Library Week (April 8 - 14, 2012):

Cathy Warner made a motion to approve the Food for Fines program during National Library Week (April 8 - 14, 2012) as presented. Patty Smart seconded. On a roll call vote all Trustees present, Hollingsworth, Kauffman, Klein, Richmond, Smart and Warner, voted Aye. Motion carried.

11. **Executive Session: None**

12. **General Good and Welfare**

13. **Adjournment**

President Kauffman adjourned the meeting at 8:03 p.m.

Respectfully submitted,

Name: _____ Date: _____

Robbyn Allbee, Recording Secretary

Name: _____ Date: _____

Patty Smart, Secretary, Library Board of Trustees