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**ROUND LAKE AREA LIBRARY
BOARD OF TRUSTEES
BOARD MEETING
PLANNING MEETING MINUTES
STAFF LOUNGE
March 7, 2012 – 6:00 p.m.**

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

1. Call to Order:

Vice President Diane Klein called the meeting to order at 6:08p.m.

2. Roll Call:

| | | | |
|---------------------------------------|-----------------------|---------------|---|
| Mandy Hollingsworth | P | Anne Richmond | P |
| Diane Klein | P | Patty Smart | P |
| Ron Repa | P (left at 6:21 p.m.) | Cathy Warner | A |
| | | | |
| Jim DiDonato, Executive Director | | | P |
| Robbyn Allbee, Administrative Manager | | | P |

3. Pledge of Allegiance:

All present recited the Pledge of Allegiance.

4. Approval of Agenda:

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

5. Public Introductions and Comments:

No public present

6. Communications:

None

7. Action Items

a. Fiscal Year 2012 – 2013 Planning Objectives and Goals:

The Board reviewed a number of suggestions submitted for discussion by Trustees and library managers. No formal action was made on implementing any projects, though Trustees directed Jim to start researching pricing and feasibility of implementing the suggestions, listed below, and to report back at a later date for formal review.

Trustees instructed Jim to research pricing and feasibility of implementing the following items:

- Software to Reserve or Schedule the Meeting Room, Tutor Room, and Study Room
- New Flooring for the Meeting Room
- Resurfacing and expanding the parking lot
- Hire or contract with a graphic artist
- Cost of new Circulation Desk or reconfiguring existing desk with new or additions modules
- Installation of an additional phone line or new phone system
- Installation of an ATM
- Feasibility of adding a third floor
- Cost to conduct a Site Survey
- Performing a Space Needs Assessment
- Implementation of software to provide remote printing
- Locating a place to provide a Business Center
- Address the cost of employee medical insurance
- Creation of a mobile app for smartphones

The Board wants to move forward with the following projects this fiscal year, provided the current budget will allow for these:

- Furniture: replace broken or worn out office chairs
- Webcams: install webcams to provide live broadcast of wildlife in courtyard and birdfeeders on east side of building
- Space Reallocation in Youth Services: interfile some reference materials in circulating collection, remove empty reference shelves, and rearrange computers and workstations to provide more floor space to patrons.

The Board agreed it is not necessary replace old laptop computers purchased a few years ago for use in the library's Computer Classroom.

8. General Good and Welfare

9. Adjournment

Vice President Diane Klein adjourned the meeting at 8:10p.m.

Respectfully submitted,

Name: _____ Date: _____
Robbyn Allbee,
Recording Secretary

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