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**ROUND LAKE AREA LIBRARY
BOARD OF TRUSTEES
BOARD MEETING MINUTES
REGULAR MEETING
Meeting Room
May 22, 2013 – 6:00 p.m.**

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

1. Call to Order

President Cathy Warner called the Meeting to Order at 6:02

2. Roll Call

Charlie Foy P
Laura Frye P
Diane Klein A

Anne Richmond P
Cathy Warner P

Jim DiDonato, Executive Director P
Robbyn Allbee, Administrative Manager P
Penny McMahan, Head of Technical Services 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.
Charlie Foy Seconded. All Trustees present, Foy, Frye, Richmond
and Warner, voted Aye. Motion carried.

5. Public Introductions and Comments

Present were Patty Bukowski and Carolina Schottland.

6. Approval of Minutes

a. Regular Board Meeting Minutes for April 24, 2013

Anne Richmond made a motion to approve the Regular Board Meeting Minutes for April 24, 2013 as presented. Charlie Foy Seconded. The following Trustees, Foy, Richmond and Warner, voted Aye. Trustee Frye abstained. Motion carried.

7. Financial Business

- a. Bookkeeping Report
- b. Vendor’s List - Warrant # 671

Anne Richmond made a motion to approve Warrant #671. Laura Frye seconded. On a roll call vote all Trustees present, Foy, Frye, Richmond and Warner, voted Aye. Motion Carried.

- c. Investment Rates:

	Illinois Funds	PNC	Investments (aggregate)
March	.043%	.23%	
April	.059%	.23%	
May	.049%	.23%	

8. Communications

- a. Department Report – Penny McMahon, Head of Technical Services

The Board thanked Penny for all the work that Technical Services does and praised her Tri-Fold Science Fair type presentation.

9. Library Director’s Report

Jim DiDonato presented the Directors Report as written.

10. Action Items

- a. A Resolution Approving Election Results and Receipt of Canvas of April 9, 2013 Consolidated Election

Laura Frye made a motion to approve a Resolution 05-22-2013-ELECTIONCANVAS, a Resolution Approving Election Results and Receipt of Canvas of April 9, 2013 Consolidated Election. Charlie Foy seconded. All Trustees present, Foy, Frye, Richmond and Warner, voted Aye. Motion Carried.

b. Executive Officer Elections

Charlie Foy made a motion to appoint the following slate of officers: Cathy Warner as President, Diane Klein as Vice-President, Anne Richmond as Treasurer, and Laura Frye as Secretary. Anne Richmond seconded. All Trustees present, Foy, Frye, Richmond and Warner, voted Aye. Motion Carried.

c. Change Date of November Board Meeting

Anne Richmond made a motion to change the date of November Board Meeting from November 27th to November 20, 2013. Cathy Warner seconded. All Trustees present, Foy, Frye, Richmond and Warner), voted Aye. Motion Carried.

d. Close library Early on Thanksgiving Eve

Laura Frye made a motion to close the library at 3:00 p.m. on Thanksgiving Eve for 2013 and all years hereafter. Charlie Foy seconded. All Trustees present, Foy, Frye, Richmond and Warner, voted Aye. Motion Carried.

e. Approve Updated Staff Salary Schedule with FY 2013-2014 COLA and Merit Changes

Anne Richmond made a motion to approve the Updated Staff Salary Schedule with FY 2013-2014 COLA increases of 1.5% and maximum possible Merit increases of up to 2.0%, along with minor salary position changes. Charlie Foy seconded. On a roll call vote all Trustees present, Foy, Frye, Richmond and Warner, voted Aye. Motion Carried.

f. Change in Employee Health Insurance Premium Co-Pay

Laura Frye made a motion to change the employee monthly health insurance premium co-pay to \$75.00 per month, effective July 1, 2013. Anne Richmond seconded. On a roll call vote all Trustees present, Foy, Frye, Richmond and Warner, voted Aye. Motion Carried.

g. Director's Performance Review

See 11b Executive Session

h. Approve Director's Contract

Anne Richmond made a motion to approve the Director's Contract for Jim DiDonato with a 1.5% COLA increase and 2% Merit increase above the current contract salary, effective July 1, 2013, with an effective date of June 27, 2013 to June 27, 2014. Laura Frye seconded. On a roll call vote all Trustees present, (Foy, Frye, Richmond and Warner), voted Aye. Motion Carried.

i. Appoint Trustee to Fill Vacant Position

Charlie Foy made a motion to appoint Carolina Schottland to fill the vacant Trustee position. Anne Richmond seconded. All Trustees present, (Foy, Frye, Richmond and Warner), voted Aye. Motion Carried.

j. Set Date of Special Meeting to Interview and Appoint Prospective Board Trustees

Tabled

k. Approve Contractor to Seal Coat Parking Lot

Laura Frye made a motion to Approve Keslin Landscaping to Seal Coat the Parking Lot, Anne Richmond seconded. On a roll call vote all Trustees present, (Foy, Frye, Richmond and Warner), voted Aye. Motion Carried.

11. Executive Session: Closed session for the purpose of discussing:

- a. The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. (5 ILCS 120/2(c)(3).)

Charlie Foy made a motion to enter into Executive Session at 6:16 p.m. for the purpose of interviewing candidates to fill a public office. Laura Frye seconded. All Trustees present, (Foy, Frye, Richmond and Warner), voted Aye. Motion Carried.

Anne Richmond made a motion to return to the Regular Board meeting at 6:57 p.m. Laura Frye seconded. All Trustees present, Foy, Frye, Richmond and Warner, voted Aye. Motion Carried.

- b. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body (5 ILCS 120/2(c)(1).)

Anne Richmond made a motion to enter into Executive Session at 7:30 p.m. for the purpose of discussing the Director's Performance Review. Charlie Foy seconded. All Trustees present, Foy, Frye, Richmond and Warner), voted Aye. Motion Carried.

Laura Frye made a motion to return to the Regular Board meeting at 7:41 p.m. Anne Richmond seconded. All Trustees present, Foy, Frye, Richmond and Warner, voted Aye. Motion Carried.

12. **General Good and Welfare**

13. **Adjournment**

President Cathy Warner adjourned the meeting at 8:17 p.m.

Respectfully submitted,

Name: _____ Date: _____
Robbyn Allbee,
Recording Secretary

Name: _____ Date: _____
Laura Frye,
Secretary Pro-Tem, Library Board of Trustees