

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 MINUTES
REGULAR MEETING
MEETING ROOM
December 17, 2014 – 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 6:00 p.m.

2. **Roll Call**

| | | | |
|---|---|---------------------|---|
| Charlie Foy | P | Anne Richmond | P |
| Laura Frye | P | Carolina Schottland | P |
| Diane Klein | P | Cathy Warner | P |
| Kathy Oetker | P | | |
| | | | |
| Jim DiDonato, Executive Director | | | P |
| Robbyn Allbee, Administrative Manager | | | P |
| John Haliotis, Information Technology Systems Administrator | | | P |

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

4. **Approval of Agenda**

Laura Frye made a motion to approve the agenda as written. Charlie Foy seconded. All Trustees present, Foy, Frye, Klein, Oetker, Richmond, Schottland and Warner, voted Aye. Motion carried.

5. **Public Introductions and Comments**

The public is invited to provide comments at the beginning of each meeting. Any person or group wishing to speak is requested to sign in prior to the meeting, indicating the issue that they are addressing. The time for comments will be limited to three minutes per person. Please note that the Board will listen to the comments but may not take official action during this meeting. However, a member of the Board may give direction to staff following a presentation.

Maggie Rodriguez, Head of Circulation

6. **Approval of Minutes**

a. Special Meeting – Tax Levy Hearing for November 19, 2014:

Anne Richmond made a motion to approve minutes of the Tax Levy Hearing for November 19, 2014 as presented. Charlie Foy seconded. The following Trustees, Foy, Frye, Klein, Richmond, Schottland and Warner, voted Aye. Trustee Oetker abstained. Motion carried.

b. Regular Board Meeting for November 19, 2014:

Anne Richmond made a motion to approve the Regular Board Meeting for November 19, 2014 as presented. Laura Frye seconded. The following Trustees, Foy, Frye, Klein, Richmond, Schottland and Warner, voted Aye. Trustee Oetker abstained. Motion carried.

7. Financial Business

- a. Bookkeeping Report
- b. Vendor's List - Warrant # 690
Anne Richmond made a motion to approve Warrant #690. Carolina Schottland seconded. On a roll call vote all Trustees present, Foy, Frye, Klein, Oetker, Richmond, Schottland and Warner, voted Aye. Motion carried.
- c. Investment Rates:

| | Illinois Funds | PNC | State Bank of the Lakes |
|-----------|----------------|------|-------------------------|
| September | .013% | .05% | .20% |
| October | .012% | .05% | |
| November | .010% | N/A | .20% |

8. Communications

- a. Department Report: John Haliotis, Information Technology Systems Administrator:
John reviewed IT projects completed the past few months including installation of AWE stations in Youth Services and updates and additions to the library's security camera system.
- b. Mural Display: Sandra Lopez, Head of Outreach Services:
Jim let Trustees know that Sandra Lopez, Head of Outreach Services, and Penny McMahon, Head of Technical Services, are creating a mural to place in the lobby. One of this year's goals is to place a mural in the lobby through selection after a public submission process. The process of running an open contest was discontinued based on past turnout and current interest. The mural will be posted by late March.

9. Library Director's Report

Jim presented the Director's Report as written.

10. Action Items

- a. Ratify Annual Report of Receipts and Disbursements for FY 2013-2014 (30 ILCS 15/1 and 15/2) (50 ILCS 305/1):
Laura Frye made a motion to Ratify Annual Report of Receipts and Disbursements for FY 2013-2014 (30 ILCS 15/1 and 15/2) (50 ILCS 305/1). Charlie Foy seconded. All Trustees present, Foy, Frye, Klein, Oetker, Richmond, Schottland and Warner, voted Aye. Motion carried.
- b. Set Dates to Close the Library for Shelving Relocation Project:
Tabled until January. No motion. No action.
- c. Second Half of Year Review of Closed Session Minutes (5 ILCS 120/2.06):
Carolina Schottland made a motion to keep the Second Half of Year Closed Session Minutes Closed. Laura Frye seconded. All Trustees present, Foy, Frye, Klein, Oetker, Richmond, Schottland and Warner, voted Aye. Motion carried.

11. Executive Session:

Closed session for the purpose of discussing minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 (5 ILCS 120/2(c)(21).)

Anne Richmond made a motion to enter into Executive Session at 6:50 p.m. for the purpose of Reviewing the Second Half of Year of Closed Session Minutes (5 ILCS 120/2.06). Carolina Schottland seconded. All Trustees present, Foy, Frye, Klein, Oetker, Richmond, Schottland, and Warner, voted Aye. Motion carried.

Charlie Foy made a motion at 7:00 p.m. to re-enter the Regular Board meeting. Carolina Schottland seconded. All Trustees present, Foy, Frye, Klein, Oetker, Richmond, Schottland, and Warner, voted Aye. Motion carried.

12. General Good and Welfare

13. Adjournment: President Cathy Warner Adjourned the meeting at 7:10 p.m.

Respectfully submitted,

Name: _____ Date: _____
Robbyn Allbee,
Recording Secretary

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