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**ROUND LAKE AREA LIBRARY
BOARD OF TRUSTEES
BOARD MEETING MINUTES
REGULAR MEETING
Meeting Room
July 23, 2014 – 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 6:07.

2. Roll Call

Charlie Foy	P	Anne Richmond	P
Laura Frye	P	Carolina Schottland	P
Diane Klein	P	Cathy Warner	A
Kathy Oetker	P		

Jim DiDonato, Executive Director	P
Robbyn Allbee, Administrative Manager	P
Penny McMahan, Head of Technical Services	P
Sara Grimm, Cataloger	P

3. Pledge of Allegiance

All present recited the Pledge of Allegiance

4. Approval of Agenda

Laura Frye made a motion to move Action Item f., to follow agenda item 7. Financial Business. Charlie Foy seconded. All Trustees present, Foy, Frye, Klein, Oetker, Richmond and Schottland, 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.

Ken Herdeman, Library Financial Advisor

6. Approval of Minutes

a. Regular Board Meeting for June 25, 2014:

Laura Frye made a motion to approve the Regular Board Meeting Minutes for June 25, 2014. Charlie Foy seconded. All Trustees present, Foy, Frye, Klein, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

7. Financial Business

a. Bookkeeping Report

b. Vendor's List - Warrant # 685

Anne Richmond made a motion to Approve Warrant #685. Diane Klein seconded. On a roll call vote all Trustees present, Foy, Frye, Klein, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

c. Investment Rates:

	Illinois Funds	PNC
April	.014%	.23%
May	.011%	.23%
June	.016%	.23%

8. Communications

a. Department Report: Penny McMahon, Head of Technical Services:

Penny reviewed the work performed by the Remediation Program participant in the Technical Services department and complimented him on his performance.

b. Invitations to the August 13th Volunteer Appreciation Dinner were distributed to Trustees.

9. Library Director's Report

Jim DiDonato presented the director's report as written

10. Action Items

a. Approval of FY 2013-2014 Secretary's Audit (75 ILCS 16/30-65):

Laura Frye made a motion to approve the FY 2013-2014 Secretary's Audit (75 ILCS 16/30-65). Charlie Foy seconded. All Trustees present, Foy, Frye, Klein, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

b. Approval of Final FY 2014-2015 Internal Budget:

Laura Frye made a motion to approve the Final FY 2014-2015 Internal Budget as presented. Charlie Foy seconded. On a roll call vote all Trustees present, Foy, Frye, Klein, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

c. Approval of FY 2014-2015 Planning Objectives:

Laura Frye made a motion to approve the FY 2014-2015 Planning Objectives as presented. Kathy Oetker seconded. All Trustees present, Foy, Frye, Klein, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

d. Approval of Vehicle Operation and Use Policy:

Charlie Foy made a motion to approve the Vehicle Operation and Use Policy, giving current employees until December 31, 2014 to complete a driving course. Laura Frye seconded. All Trustees present, Foy, Frye, Klein, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

e. Approval of Cash Transfer to New Bank of Record:

Anne Richmond made a motion to move cash from PNC and Illinois Funds into the State Bank of the Lakes accounts as listed in the table below.

Originating Account	Transfer to	Amount	Date to transfer
Illinois Fund – Main Checking	SBOTL – Main Checking	\$ 1,308,000	Now
Illinois Fund – Merchant Account	SBOTL – Special Reserve	\$ 71,000	Now
PNC – Petty Checking	SBOTL – Petty Checking	\$ 400	Now
PNC – Bond Fund	SBOTL – Bond Fund	\$ 128,000	Now
PNC – Special Reserve	SBOTL – Special Reserve	\$ 350,000	Now
TOTAL TRANSFER TO SBOTL	State Bank of the Lakes	\$ 1,844,400	Now
PNC – Main Checking	SBOTL – Main Checking	Remainder from cleared checks	October
Illinois Fund – Main Checking	SBOTL – Main Checking	Tax revenue collected in next 5-6 months	December-January

Carolina seconded. On a roll call vote all Trustees present, Foy, Frye, Klein, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

f. Approval of Updated Investment Advisory Agreement:

The library's investment advisor, Ken Herdeman, from Ehler's Investment Partners reviewed options for reinvesting current investments that are maturing in the next four months. Ken also outlined some changes in the Ehler's Investment Advisory Agreement. Trustees received a copy of the new agreement with the changes highlighted for reference. Anne Richmond made a motion to approve the Updated Investment Advisory Agreement as presented. Carolina Schottland seconded. On a roll call vote all Trustees present, Foy, Frye, Klein, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

g. Action on Banning a Patron for Previous Behavioral Misconduct:

Charlie Foy made a motion to lift the ban on a patron for previous behavioral misconduct based on that patron's completion of a remediation program. Carolina Schottland seconded. All Trustees present, Foy, Frye, Klein, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

h. Banning a Patron for Recent Behavioral Misconduct:

Diane Klein made a motion to indefinitely ban a patron for recent behavioral misconduct and subsequent arrest on July 15, 2014. Laura Frye seconded. All Trustees present, Foy, Frye, Klein, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

Trustee Foy left the meeting at 7:25 p.m.

i. Approval of Participation in the Guadalajara Book Fair:

Diane Klein made a motion to revisit Participation in the Guadalajara Book Fair in 20 months due to poor economic conditions and fiscal responsibility. No second; No action. Kathy Oetker made a motion to revisit Participation in the Guadalajara Book Fair in six months. No second; No action.

Laura Frye made a motion to revisit Participation in the Guadalajara Book Fair in nine months for the possibility of attending the November 2015 Guadalajara Book Fair. Anne

Richmond seconded. On a roll call vote the following Trustees, Frye, Oetker, Richmond and Schottland, voted Aye, Trustee Klein voted No. Motion Carried.

11. Executive Session:

None

12. General Good and Welfare

13. Adjournment

Vice President Diane Klein adjourned the meeting at 8:36 p.m.

Respectfully submitted,

Name: _____ Date: _____
Robbyn Allbee,
Recording Secretary

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