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**ROUND LAKE AREA LIBRARY  
BOARD OF TRUSTEES  
BOARD MEETING MINUTES  
REGULAR MEETING  
ACTIVITY ROOM  
October 22, 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 6:06 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	6:42 p.m.		

Jim DiDonato, Executive Director	P
Robbyn Allbee, Administrative Manager	P
Deb Allen, Head of Youth 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 with the following change; move Action Item a. Approval of FY 2013-2014 Audit (75 ILCS 16/30-45; 35 ILCS 200/30-30 and 50 ILCS 310/1) to immediately follow Agenda Item 7. Financial Business. Charlie Foy seconded. All Trustees present, Foy, Frye, Klein, 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.

Jerry Dietz, Library Attorney. Paul Inserra, Library Auditor. Maggie Rodriguez, Head of Circulation.

6. **Approval of Minutes**

a. Regular Board Meeting for September 24, 2014:

Anne Richmond made a motion to approve the Regular Board Meeting Minutes for September 24, 2014. Diane Klein seconded. The following Trustees, Foy, Klein, Richmond and Schottland, voted Aye. The following Trustees, Frye and Warner, abstained. Motion carried.

## 7. Financial Business

- a. Bookkeeping Report
- b. Vendor's List - Warrant # 688

Anne Richmond made a motion to approve Warrant # 688. Carolina Schottland seconded. On a roll call vote, all Trustees present, Foy, Frye, Klein, Richmond, Schottland and Warner, voted Aye. Motion carried.

- c. Investment Rates:

	Illinois Funds	PNC	State Bank of the Lakes
July	.012%	.23%	
August	.012%	.17%	.20%
September	.013%	.05%	.20%

## 10. Action Items

- a. Approval of FY 2013-2014 Audit (75 ILCS 16/30-45; 35 ILCS 200/30-30 and 50 ILCS 310/1):

Paul Inserra summarized the library's FY 2013-2014 audit. Anne Richmond made a motion to approve the FY 2013-2014 Audit as presented. Charlie Foy seconded. On a roll call vote all Trustees present, Foy, Frye, Klein, Richmond, Schottland and Warner, voted Aye. Motion carried.

## 8. Communications

- a. Department Report: Deb Allen, Head of Youth Services:

Debbie Allen brought in special guest ,Holly the Collie, to visit with the Board. The Board thanked Debbie, Youth Services for all they do to outreach with children in the community.

Jim gave the Board two thank you letters that staff received; a letter from a patron thanking Candice Lutz for all her resume assistance and a letter to Edith Basir from Raymond Ellis thanking the library for donated books.

9. **Library Director's Report:** Jim presented the report as written.

## 10. Action Items

- b. Approval of Tax Levy Estimate - RESOLUTION DETERMINING AMOUNT OF MONEY ESTIMATED TO BE NECESSARY TO BE RAISED BY TAXATION FOR TAX YEAR 2014 (THE FISCAL YEAR BEGINNING JULY 1, 2014, AND ENDING JUNE 30, 2015) FOR ROUND LAKE AREA PUBLIC LIBRARY DISTRICT:

Jerry Dietz reviewed the tax levying process with the Board. Laura Frye made a motion to approve the Tax Levy Estimate - RESOLUTION DETERMINING AMOUNT OF MONEY ESTIMATED TO BE NECESSARY TO BE RAISED BY TAXATION FOR TAX YEAR 2014 (THE FISCAL YEAR BEGINNING JULY 1, 2014, AND ENDING JUNE 30, 2015) FOR ROUND LAKE AREA PUBLIC LIBRARY DISTRICT. Charlie Foy seconded. On a roll call vote all Trustees present, Foy, Frye, Klein, Oetker, Richmond, Schottland and Warner, voted Aye. Motion carried.

- c. Set Date for Special Meeting, Tax Levy Hearing:

Cathy Warner made a motion to schedule the Tax Levy Hearing on November 19, 2014 at 5:55 p.m. in the library's Meeting Room. Laura Frye seconded. All Trustees present, Foy, Frye, Klein, Oetker, Richmond, Schottland, and Warner, voted Aye. Motion carried.

d. Approve Signers for Investment Custodial Account:

Laura Frye made a motion to remove Mandy Hollingsworth as a signer from our TD Ameritrade account and that current Treasurer, Anne Richmond, and President, Cathy Warner, be added as signers to this account. Diane Klein seconded. All Trustees present, Foy, Frye, Klein, Oetker, Richmond, Schottland, and Warner, voted Aye. Motion carried.

e. Approval to Purchase Staff Holiday Gift Cards:

Laura Frye made a motion to purchase staff holiday gift cards in the amount of \$50 for each employee from Target. Charlie Foy seconded. On a roll call vote the following Trustees, Foy, Frye, Oetker, Richmond, Schottland, and Warner, voted Aye. Trustee Klein voted No. Motion carried.

f. Approve Vendor to Replace Windows:

Jim noted that the cost to replace all windows needing repair would exceed the budgeted allocation of \$9,000. Jim advised Trustees that the remaining amount of money will need to be transferred from the library's Special Reserve account to cover the additional cost. That interfund transfer will be conducted when the library adopts its mid-year interfund transfer ordinance. Cathy Warner made a motion to accept the proposal from Apollo Glass for window replacement at a cost of \$12,500. Charlie Foy seconded. On a roll call vote, the following Trustees, Foy, Frye, Richmond, Schottland, and Warner, voted Aye. Trustee Oetker voted No. Trustee Klein abstained. Motion carried.

**11. Executive Session:**

**12. General Good and Welfare**

**13. Adjournment**

President Cathy Warner adjourned the meeting at 7:15 p.m.

Respectfully submitted,

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Robbyn Allbee,  
Recording Secretary

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Cathy Warner,  
President, Library Board of Trustees

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Laura Frye,  
Secretary, Library Board of Trustees