

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 AGENDA
REGULAR MEETING
MEETING ROOM
May 27, 2015 – 6:00 p.m.**

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

1. Call to Order

Acting President Anne Richmond called the meeting to order at 6:03 p.m.

2. Roll Call

Laura Frye	P	Anne Richmond	P
Diane Klein	A	Carolina Schottland	P
Kathy Oetker	P	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

Laura Frye made a motion to move Action Item A: Swear in and Administer Oath to New Trustee, to after the Approval of Agenda. Carolina Schottland seconded. All Trustees present, (Frye, Oetker, Richmond and Schottland), voted Aye. Motion Carried.

Action Item

a. Swear In and Administer Oath to New Trustee:

Laura Frye swore in Mike Bock as a new Trustee.

Second Roll Call:

Mike Bock	P	Anne Richmond	P
Laura Frye	P	Carolina Schottland	P
Diane Klein	A	Cathy Warner	A
Kathy Oetker	P		
Jim DiDonato, Executive Director	P		
Robbyn Allbee, Administrative Manager	P		

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.

Alisha Smaby

6. Approval of Minutes

a. Regular Board Meeting for April 22, 2015:

Laura Frye made a motion to accept the Regular Board Meeting for April 22, 2015 as presented. Carolina Schottland Seconded. The following Trustees, Frye, Oetker, Richmond and Schottland, voted Aye. Trustee Bock Abstained. Motion Carried.

7. Financial Business

a. Bookkeeping Report

b. Vendor's List - Warrant # 695

Anne Richmond made a motion to accept Warrant #695, Mike Bock seconded. On a Roll Call vote, all Trustees present, Bock, Frye, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

c. Investment Rates:

	Illinois Funds	State Bank of the Lakes
February	.014%	.20%
March	.017%	.20%
April	.024%	.20%

8. Communications

9. Library Director's Report

Jim DiDonato presented the Director's Report as written.

10. Action Items

b. Adopt a Resolution Approving Election Results and Receipt of Canvas of April 7, 2015 Consolidated Election:

Carolina Schottland made a motion to adopt Resolution 05-27-2015-ELECTIONCANVAS, a resolution Approving Election Results and Receipt of Canvas of April 7, 2015 Consolidated Election. Kathy Oetker seconded. All Trustees present, Bock, Frye, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

c. Executive Officer Elections:

Kathy Oetker made a motion to appoint Cathy Warner as President, Diane Klein as Vice President, Laura Frye as Treasurer, and Anne Richmond as Secretary. Carolina Schottland seconded. All Trustees present, Bock, Frye, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

d. Adopt Prevailing Wage Ordinance (820 ILCS 130/9):

Laura Frye made a motion to adopt ordinance 05-27-2015-PW, AN ORDINANCE ASCERTAINING PREVAILING WAGES WITHIN THE ROUND LAKE AREA PUBLIC LIBRARY DISTRICT, ROUND LAKE, LAKE COUNTY, ILLINOIS. Carolina Schottland

seconded. The following Trustees, Frye, Oetker, Richmond and Schottland, voted Aye. Trustee Bock Abstained. Motion Carried.

e. Approve an Ordinance Setting Non-resident Library Card Fee:

Laura Frye made a motion to approve ordinance 05-27-2015-NON-RES-FEE, an Ordinance Setting Non-resident Library Card Fee. Carolina Schottland seconded. All Trustees present, Bock, Frye, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

f. Approve FY 2015-2016 Regular Board Meeting Dates (5 ILCS 120/2.03 and 75 ILCS 16/30-50):

Carolina Schottland made a motion to approve FY 2015-2016 Regular Board Meeting Dates as listed below. Laura Seconded. All Trustees present, Bock, Frye, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

July 22 nd	January 27 th
August 26 th	February 24 th
September 23 rd	March 23 rd
October 28 th	April 27 th
November 18 th	May 25 th
December 16 rd	June 22 nd

Kathy Oetker made a motion to change the Meeting start times to 6:30 p.m., Mike Bock seconded. All Trustees present, Bock, Frye, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

g. Appoint Trustees to Review Secretary's Minutes for Past Fiscal Year 2014-2015 (75 ILCS 16/30-65):

Laura Frye made a motion to appoint Cathy Warner and Mike Bock to review the Secretary's Minutes for Past Fiscal Year 2014-2015 (75 ILCS 16/30-65). Carolina Schottland seconded. All Trustees present, Bock, Frye, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

h. Approve Food Drive During September Library Card Sign-up Month: Carolina Schottland made a motion to approve Food Drive During September Library Card Sign-up Month, as follows.

a day of fine amnesty on September 19, 2015, in an attempt to encourage former patrons to start using the library again, and to inspire patrons to return overdue materials, and to assist the Avon Community Food Pantry. Patrons may reduce fines up to a maximum of \$50, provided the donation items are in good condition, on September 19, 2015. This waiver applies only to materials owned by the Round Lake Area Library. Donation items must be unopened, not expired, and be human consumable foods or human personal hygiene items only. No beverages, candy, or U.S. Gov. Food products accepted. Fines will be reduced at the rate of \$1 per donated item.

Laura Frye seconded. On a Roll Call vote all Trustees present, Bock, Frye, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

i. Approve Contractor to Conduct Lobby Lighting Project:

Laura Frye approved Kelso-Burnette to Conduct Lobby Lighting Project. Carolina Schottland seconded. On a Roll Call vote all Trustees present, Bock, Frye, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

- j. Approve FY 2015-2016 Tentative Internal Budget:
Mike Bock made a motion to approve the FY 2015-2016 Tentative Internal Budget as presented. Carolina Schottland seconded. On a Roll Call vote all Trustees present, Bock, Frye, Oetker, Richmond and Schottland, voted Aye. Motion Carried.
- k. Approve FY 2014-2015 Planning Objectives – First Draft:
Laura Frye made a motion with gusto to approve FY 2014-2015 Planning Objectives – First Draft. With even more gusto, Kathy Oetker seconded. All Trustees present, Bock, Frye, Oetker, Richmond and Schottland, voted Aye. Motion Carried.
- l. Approve Bidding Process for “2015 Desktop Computers and Public Workstation Lease”:
Mike Bock made a motion to approve Bidding Process for “2015 Desktop Computers and Public Workstation Lease.” Laura Frye seconded. All Trustees present, Bock, Frye, Oetker, Richmond and Schottland, voted Aye. Motion Carried.
- m. Approve of Agreement to Lease Copiers:
Laura Frye made a motion to approve acquiring three Savin copiers through local vendor, Image Systems & Business Solutions under lease agreement through U.S. communities Government Purchasing Alliance. Mike Bock seconded. On a Roll Call Vote, the following Trustees, Bock, Frye, Richmond and Schottland, voted Aye. Trustee Oetker abstained. Motion Carried.
- n. Approve COLA and Merit Adjustments to Staff Salaries for FY 2015-2016:
Mike Bock made a motion to award a maximum 2.25% merit increase to staff. Laura Frye seconded. On a Roll Call Vote, the following Trustees, Bock, Frye, Oetker and Richmond, voted Aye. Trustee Schottland voted Nay. Motion Carried.

11. **Executive Session:** None

12. **General Good and Welfare**

13. **Adjournment**

Acting President Anne Richmond adjourned the meeting at 8:15 p.m.

Respectfully submitted,

Name: _____ Date: _____
Robbyn Allbee,
Recording Secretary

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