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**ROUND LAKE AREA LIBRARY
BOARD OF TRUSTEES
BOARD MEETING MINUTES
REGULAR MEETING
June 28, 2017 – 6:30 p.m.**

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

1. Call to Order

President Anne Richmond called the meeting to order at 6:37 p.m.

2. Roll Call

Laura Frye	P	Anne Richmond	P
Debbie Jones	P	Carolina Schottland	6:53 p.m.
Diane Klein	P	Lisa Marie Smith	A
Kathy Oetker	P		

Jim DiDonato, Executive Director	P
Robbyn Allbee, Administrative Manager	P
Deb Allen, with Holly, Head of Youth Services	P

3. Pledge of Allegiance

All present recited the Pledge of Allegiance

4. Approval of Agenda

Diane Klein made a motion to approve the agenda as presented. Laura Frye seconded. All Trustees present, Frye, Jones, Klein, Oetker, and Richmond, 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.

Public Present:

Jennifer Franco, Karen Sircher, Jian Rao, Alisha Smaby, Edith Basir, Aleece Michalak, Gloria Quezada, Karina Carmona, Maggie Rodriguez, Sandra Lopez, Robin Nokes, Dustin Smaby, and Susana Manon-Rodriguez

6. Approval of Minutes

A. Board Meeting Minutes for May 24, 2017:

Kathy Oetker made a motion to approve the minutes of the May 24, 2017 Regular Meeting. Diane Klein seconded. The following Trustees, Jones, Klein, Oetker, and Richmond, voted Aye. Trustee Frye abstained. Motion carried.

7. Financial Business

A. Bookkeeping Report

B. Vendor's List - Warrant # 720:

Laura Frye made a motion to approve Warrant #720. Diane Klein seconded. On a roll call vote, all Trustees present, Frye, Jones, Klein, Oetker, and Richmond, voted aye. Motion carried.

C. Investment Rates:

	Illinois Funds	State Bank of the Lakes
March	.701%	.20%
April	.776%	.20%
May	.794%	.20%

8. Communications:

A. Youth Services Report – Deb Allen:

Debbie reviewed recent accomplishments in Youth Services. Holly Collie donated 119 Volunteer Hours; Summer Reading Club has 695 sign ups and 68 finishers so far. Deb also shared photos from many programs, including May the 4th Be With You, Butterfly Release, My Little Pony Party and Plant Pals. She also informed Trustees about new staff in the Youth Department. The Board thanked her and her staff for all their hard work.

9. Library Director's Report

Jim DiDonato presented the report as written. Anne Richmond asked that the Board update their Biographies and pictures by the July 2017 meeting.

10. Action Items

A. Action on Intergovernmental Agreement with Electronic Content Consortium:

Laura Frye made a motion to approve the Intergovernmental Agreement with Electronic Content Consortium. Carolina Schottland seconded. On a roll call vote, all Trustees present, Frye, Jones, Klein, Oetker, Richmond, and Schottland, voted aye. Motion carried.

B. Action on Ordinance 06-28-2017-PW, Prevailing Wage Ordinance (820 ILCS 130/9):

Laura Frye made a motion to approve Ordinance 06-28-2017-PW, the annual Prevailing Wage Ordinance (820 ILCS 130/9). Diane Klein seconded. On a roll call vote, all Trustees present, Frye, Jones, Klein, Oetker, Richmond, and Schottland, voted aye. Motion carried.

C. Action on Ordinance 06-28-2017-BML, .02% Building Maintenance Levy (Updated):

Debbie Jones made a motion to approve Ordinance 06-28-2017-BML, the .02% Building Maintenance Levy (Updated). Laura Frye seconded. On a roll call vote, all Trustees present, Frye, Jones, Klein, Oetker, Richmond, and Schottland, voted aye. Motion carried.

D. Action on Ordinance 06-28-2017-Travel-Expense, a Travel Expense Reimbursement Policy:

Laura Frye made a motion to approve Ordinance 06-28-2017-Travel-Expense, a Travel Expense Reimbursement Policy, setting the threshold for personal reimbursable staff travel expenses at \$500.00. Kathy Oetker seconded. On a roll call vote, all Trustees present, Frye, Jones, Klein, Oetker, Richmond, and Schottland, voted aye. Motion carried.

E. Action on Long Range Plan Project - Laptop Purchase:

Diane Klein made a motion to approve purchase of laptops from Paragon Micro based on the included price quote. Kathy Oetker seconded. On a roll call vote, all Trustees present, Frye, Jones, Klein, Oetker, Richmond, and Schottland, voted aye. Motion carried.

F. Action on Long Range Plan Project - Shelving Purchase:

Laura Frye made a motion to purchase shelving for the Adult Services Department; the purchase price not to exceed \$11,660.00. Debbie Jones seconded. On a roll call vote, the following Trustees, Frye, Jones, Oetker, Richmond, and Schottland, voted aye. Trustee Klein abstained. Motion carried.

G. Action on Paying Off Copier Lease
Tabled

H. Action on Staff Appreciation:

Laura Frye made a motion to accept Option 3 in the Directors Report for Staff Appreciation. Debbie Jones seconded. On a roll call vote, all Trustees present, Frye, Jones, Klein, Oetker, Richmond, and Schottland, voted aye. Motion carried.

I. Action on Long Range Plan Project – Staff Salary Equalization to Management Association Survey, 2016 or Projected Scale:

Jim reviewed the process of developing a salary comparison and presented several options the library had available for equating salaries. Jim noted that though his preferred recommendation was to equate all staff salaries to those in equivalent positions as listed in the 2016 Management Association salary survey, the library simply does not have enough money to support that increase. After reviewing various options, Laura Frye made a motion to accept Option F in the Directors Report: equalizing staff salaries either to the library's current internal Salary Schedule or to provide up to a 5% performance based merit increase, whichever is larger, excluding adjustments to hourly wages for Circulation staff referenced in Action Item J, and to increase the library's current salary schedule to reflect the 5% increase. Debbie Jones seconded. On a roll call vote, the following Trustees, Frye, Jones, Klein, Oetker, and Richmond, voted aye. Trustee Schottland voted nay. Motion carried.

J. Action on Long Range Plan Project - Salary Adjustment for Circulation Department:

Kathy Oetker made a motion to increase Circulation Staff compensation by \$2.50 per hour in lieu of a 5% merit pay increase and/or salary equalization. The \$2.50 pay increase remains in effect as long as an employee holds their Passport Agent Status. Debbie Jones seconded. On a roll call vote, all Trustees present, Frye, Jones, Klein, Oetker, Richmond, and Schottland, voted aye. Motion carried.

K. Action on Adjustment to Salary Schedule

No Motion: reference Acton Item I

L. Action on First Draft FY 2017-2018 Internal Budget:

Debbie Jones made a motion to accept the First Draft FY 2017-2018 Internal Budget. Carolina Schottland seconded. On a roll call vote, all Trustees present, Frye, Jones, Klein, Oetker, Richmond, and Schottland, voted aye. Motion carried.

M. DISCUSSION AND ACTION ON A RESOLUTION ADOPTING A TENTATIVE FORM OF AN ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS OF ROUND LAKE AREA PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2017, AND ENDING JUNE 30, 2018, 06-28-2017-TENT-BAO -:

Laura Frye made a motion to adopt Resolution 06-28-2017-TENT-BAO, a tentative form of an Ordinance providing for Budget and Appropriations of the Round Lake Area Public Library District for the Fiscal Year beginning 7/1/2017 and ending 6/30/2018. Carolina Schottland seconded. On a roll call vote, all Trustees present, Frye, Jones, Klein, Oetker, Richmond, and Schottland, voted aye. Motion carried.

N. Set Date for Budget and Appropriation Hearing:

Laura Frye made a motion to schedule a Budget and Appropriation Hearing for 6:25 p.m. on Wednesday, August 23, 2017 in the library's Meeting Room. Carolina Schottland seconded. All Trustees present, Frye, Jones, Klein, Oetker, Richmond, and Schottland, voted aye. Motion carried.

O. Review of Closed Session Minutes – First Half of Year (5 ILCS 120/2.06):

Laura Frye made a motion to approve Closed Session Minutes from the previous 6 months as written. Carolina Schottland seconded. All Trustees present, Frye, Jones, Klein, Oetker, Richmond, and Schottland, voted aye. Motion carried.

11. Executive Session – Personnel

Closed session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body (5 ILCS 120/2(c)(1)). (5 ILCS 120/2(c)(3).)

At 9:25 p.m., Diane Klein made a motion to enter into Executive Session for the purpose of discussing personnel; the Director's Performance Review. Laura Frye seconded. All Trustees present, Frye, Jones, Klein, Oetker, Richmond, and Schottland, voted aye. Motion carried.

At 10:28 p.m., Laura Frye made a motion to reconvene the Regular Meeting. Carolina Schottland seconded. All Trustees present, Frye, Jones, Klein, Oetker, Richmond, and Schottland, voted aye. Motion carried.

P. Action on Director's Review and Contract Agreement:

Laura Frye made a motion to approve the Director's Annual Contract with a 4% increase in annual salary over the previous year. Diane Klein seconded. On a roll call vote all Trustees present, Frye, Jones, Klein, Oetker, Richmond, and Schottland, voted aye. Motion carried.

12. General Good and Welfare

13. Adjournment

Laura Frye made a motion to adjourn the meeting at 10:31 p.m. Deb Jones seconded. All Trustees present, Frye, Jones, Klein, Oetker, Richmond, Schottland, voted aye. Motion carried.

Respectfully submitted,

Name: _____ Date: _____

Robbyn Allbee,
Recording Secretary

Name: _____ Date: _____

Kathy Oetker,
Secretary, Library Board of Trustees