

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
August 23, 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 6:30 p.m.

2. Roll Call

Laura Frye	P	Anne Richmond	P
Debbie Jones	P	Carolina Schottland	P
Diane Klein	A	Lisa Marie Smith	P
Kathy Oetker	P		

Jim DiDonato, Executive Director	P
Robbyn Allbee, Administrative Manager	P
Sandra Lopez, Head of Outreach Services	P

3. Pledge of Allegiance

4. Approval of Agenda

Carolina Schottland made a motion to approve the agenda as written, Lisa Marie Smith seconded. All Trustees present, Frye, Jones, Oetker, Richmond, Schottland and Smith, 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.

Library Attorney, Jerry Dietz; Head of Technical Services, Penny Mc Mahon; Head of Circulation, Maggie Rodriguez; Library Architect, Joe Huberty; HRB Solutions Representatives, Catherine Sbarra and Wendy Warden.

Presentations:

- HealthCare Reform Benefit Solutions
Catherine Sbarra presented the Board with a chart summarizing the HRB Solutions Health Insurance Plan. The HRB proposal is a PPO, utilizes Pro Quest Lab services, and does include many local hospitals. Jim noted the library will start a review of alternate health care plans as part of our continuing goal of always searching for more cost effective selections.

- Engberg-Anderson architect

Joe Huberty discussed the condition of the roof. He stated the roof has approximately two years of life remaining before it will need a complete replacement. The shingles are holding up better than the membrane. The cost to replace the roof is expected to be in the \$200,000 range. If the bid process started today, a new roof could be completed by Thanksgiving. Joe's recommendation is to start the bid process in February, 2018 and have the roof completed in Spring, 2018. Depending on the scope of a building expansion, a new roof may not be impacted by construction, though addition of a third floor would undo all work put into replacing the existing roof. Joe recommends the library conduct Spring and Fall Inspections to keep small problems from becoming larger issues.

Joe also discussed the aging Fire Suppression System. The cost to put the system into place in an empty building is at least \$7.00 per square foot. The cost to replace the system in an occupied building is significantly higher and may run over the cost of a roof replacement.

6. Approval of Minutes

A. Board Meeting Minutes for July 26, 2017

Debbie Jones made a motion to approve the Board Meeting Minutes for July 26, 2017 as presented, Carolina Schottland Seconded. All Trustees present, Frye, Jones, Oetker, Richmond, Schottland, and Smith), voted aye. Motion Carried.

7. Financial Business

A. Bookkeeping Report

B. Vendor's List - Warrant # 722

Laura Frye made a motion to accept Warrant #722, Lisa Marie Smith seconded. On a roll call vote, all Trustees present, Frye, Jones, Oetker, Richmond, Schottland and Smith, voted aye. Motion Carried.

C. Investment Rates:

	Illinois Funds	State Bank of the Lakes
May	.794%	.20%
June	.872%	.20%
July		

8. Communications:

A. Outreach Services Report – Sandra Lopez

Sandra Lopez updated the Board on recent Outreach activities, including marketing strategies, new newsletter design, new website design, and community partners.

9. Library Director's Report

Lisa Marie Smith asked if we had a Spanish Twitter account and Carolina Schottland felt we need more consistency in posting events on Facebook.

10. Action Items

A. Action on Acquiring Material from the Guadalajara International Book Fair

The Board directed Jim to treat this conference as he would any other conference and make the decision himself as to whether or not the library should send staff to acquire material from

this event. Jim noted he will include the cost of sending staff to conferences, including the Guadalajara fair, in the annual budget, if staff will be attending.

- B. Action of FY 2016-2017 Secretary's Audit (75 ILCS 16/30-65)
Debbie Jones made a motion to approve the FY 2016-2017 Secretary's Audit (75 ILCS 16/30-65), Laura Frye seconded. All Trustees present, Frye, Jones, Oetker, Richmond, Schottland and Smith, voted aye. Motion Carried.
- C. Action on Semiannual Report of Receipts and Disbursements (50 ILCS 305/1) and (30 ILCS 15/1)
Laura Frye made a motion to approve the Semiannual Report of Receipts and Disbursements (50 ILCS 305/1) and (30 ILCS 15/1), Carolina Schottland seconded. All Trustees present, Frye, Jones, Oetker, Richmond, Schottland and Smith, voted aye. Motion Carried.
- D. Action on FY 2016-2017 Year End Interfund Transfer Ordinance, 08-23-2017-IFT
Laura Frye made a motion to approve the FY 2016-2017 Year End Interfund Transfer Ordinance, 08-23-2017-IFT, Kathy Oetker seconded. On a roll call vote all Trustees present, Frye, Jones, Oetker, Richmond, Schottland and Smith, voted Aye. Motion Carried.
- E. Action on Final Draft FY 2017-2018 Internal Budget
Laura Frye made a motion to approve the Final Draft FY 2017-2018 Internal Budget, Debbie Jones seconded. On a roll call vote all Trustees present, Frye, Jones, Oetker, Richmond, Schottland and Smith, voted Aye. Motion Carried.
- F. Action on Ordinance 08-23-2017-BAO - FY 2017-2018 Final Budget and Appropriations Ordinance - 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
Lisa Marie Smith made a motion to approve Ordinance - FY 2017-2018 Final Budget and Appropriations Ordinance 08-23-2017-BAO - 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, Laura Frye seconded. On a roll call vote all Trustees present, Frye, Jones, Oetker, Richmond, Schottland and Smith, voted aye. Motion Carried.
- G. Action of Certification of FY 2016-2017 Illinois Public Library Annual Report
Lisa Marie Smith made a motion to approve the Certification of FY 2016-2017 Illinois Public Library Annual Report, Laura Frye seconded. All Trustees present, Frye, Jones, Oetker, Richmond, Schottland and Smith, voted aye. Motion Carried.
- H. Action on Agreement for Architectural Design Services for Roof Repair/Replacement
Tabled
- I. Action on Scheduling Special Meeting - Site Selection Subcommittee
Laura Frye made a motion to schedule a Special Meeting of the Site Selection Subcommittee on August 28, 2017 at 6:30 p.m. in the Activity Room, Carolina Schottland seconded. All Trustees present, Frye, Jones, Oetker, Richmond, Schottland and Smith, voted aye. Motion Carried.
- J. Action on Appointment of Members to the Site Selection Subcommittee

Laura Frye made a motion to appoint Kathy Oetker, Anne Richmond, Carolina Schottland, and Lisa Marie Smith, to the Site Selection Subcommittee, Lisa Marie Smith seconded. All Trustees present, Frye, Jones, Oetker, Richmond, Schottland and Smith, voted aye. Motion Carried.

K. Action on Board Meeting Procedures

Kathy Oetker made a motion to continue to have food at Board Meetings, Laura Frye seconded. On a roll call vote, the following Trustees, Frye, Jones, and Oetker, voted aye. The following Trustees, Richmond and Schottland, voted nay. Trustee Smith abstained. Lisa Marie suggested calling the Administrative Manager the day of the meeting to let her know if you will be eating at that evening's board meeting. Motion Carried.

11. Executive Session

12. General Good and Welfare

13. Adjournment

President Anne Richmond adjourned the meeting at 8:56 p.m.

Respectfully submitted,

Name: _____ Date: _____

Robbyn Allbee,
Recording Secretary

Name: _____ Date: _____

Kathy Oetker,
Secretary, Library Board of Trustees