

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
March 22, 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 Cathy Warner called the meeting to order at 6:30 p.m.

2. Roll Call

Mike Bock	P	Anne Richmond	P
Laura Frye	A	Carolina Schottland	P
Diane Klein	A	Cathy Warner	P
Kathy Oetker	P		

Jim DiDonato, Executive Director	P
Robbyn Allbee, Administrative Manager	P
Maggie Rodriguez, Head of Circulation	P

3. Pledge of Allegiance

4. Approval of Agenda

Mike Bock made a motion to approve the agenda with the following changes: move Action Item A, Motion Honoring Gail Wirtz for Service to the Round Lake Area Library and Communications Item 8. a. Department Report – Circulation Department, to appear directly after Item 4. Approval of Agenda. Anne Richmond seconded. All Trustees present, Bock, Oetker, 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.

Penny McMahon, Gail Wirtz and Tim Wirtz

6. Approval of Minutes

a. Board Meeting Minutes for February 22, 2017

Anne Richmond made a motion to approve the Board Meeting Minutes for February 22, 2017, Kathy Oetker seconded. The following Trustees voted aye, Oetker, Richmond and Warner, the following Trustees abstained, Bock and Schottland.

7. Financial Business

a. Bookkeeping Report

b. Vendor's List - Warrant # 717

President Cathy Warner appointed Mike Bock as acting Treasurer. Mike Bock made a motion to approve Warrant #717, Carolina Schottland seconded. On a roll call vote all Trustees present, Bock, Oetker, Richmond, Schottland and Warner, voted aye. Motion carried.

c. Investment Rates:

	Illinois Funds	State Bank of the Lakes
December	.596%	.20%
January	.590%	.20%
February	.622%	.20%

8. **Communications:**

a. **Department Report** – Circulation Department

Maggie Rodriguez updated the Board on Passport Services and a few changes in Circulation. The Board was very interested in Passport Services and discussed the many benefits this is providing the library. The Board thanked Maggie for the work she has done with this service.

9. **Library Director's Report**

Kathy Oetker asked the library to use some of its landscape budget to purchase plants for the Food Forest and suggested using only the north side of the parking lot.

Notes from Jerry Dietz:

Library Tours and Open Meetings Act:

In order to stay compliant with the Open Meetings Act, smaller Committees of no more than two Trustees should visit other libraries and report back to the full board. If other Trustees would then like to visit the library, they should do so on their own.

Policy Discussion on Alcohol Distribution:

Jerry would like the Board to direct him on drafting parameters for this policy. He needs guidance on addressing the following questions: does the Board foresee the library allowing alcohol at several events during the year (i.e., tastings or demonstrations) or if they envision having alcohol on the premises once or twice a year at special events (fundraisers) only; would they like to vote on each occurrence individually or adopt a single policy; would the Friends of the Library be involved; who would be responsible for securing the Village's Local Event License?

Exec Session Review:

According to the Open Meeting Acts, no final vote can be taken in Closed Session, all votes, regardless of the topic, must be taken in Open Session. The Board can stay in Open Session to Approve Closed Session Minutes. The Board does not need to record Regular Session minutes. If the Secretary wishes to record the meeting for their own note taking, that is permissible and the tape can be destroyed after it has been transcribed. If the Board decides to record the meeting, permission from the State needs to be obtained before the tape can be destroyed.

10. Action Items

a. Motion Honoring Gail Wirtz for Service to the Round Lake Area Library

Anne Richmond made a motion to honor Gail Wirtz for her service to the Round Lake Area Library, Mike Bock seconded. All Trustees present, Bock, Oetker, Richmond, Schottland and Warner, voted aye. Motion carried.

b. Action on Bid Process for Purchase of Self-Check Machine

Mike Bock made a motion to start the bid process for Purchase of Self-Check Machine, Carolina Schottland seconded. All Trustees present, Bock, Oetker, Richmond, Schottland and Warner, voted aye. Motion carried.

c. Approval of Long Range Plan

Anne Richmond made a motion to approve the Long Range Plan, Kathy Oetker seconded. All Trustees present, Bock, Oetker, Richmond, Schottland and Warner, voted aye. Motion carried.

d. Travel Expense Reimbursement Policy

Tabled – The Board asked the Executive Director to put qualifiers in the policy defining which expenses the library will reimburse. Attorney Jerry Dietz suggested the limit be set at Governor Rauner’s recommended amount.

11. Executive Session

12. General Good and Welfare

13. Adjournment

President Cathy Warner adjourned the meeting at 8:26 p.m.

Respectfully submitted,

Name: _____ Date: _____

Robbyn Allbee,
Recording Secretary

Name: _____ Date: _____

Anne Richmond,
Secretary, Library Board of Trustees