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**ROUND LAKE AREA LIBRARY
BOARD OF TRUSTEES
BOARD MEETING MINUTES
REGULAR MEETING
May 24, 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 6:31 p.m.

2. **Roll Call**

Mike Bock	P	Anne Richmond	P
Laura Frye	A	Carolina Schottland	P
Diane Klein	P	Cathy Warner	P
Kathy Oetker	6:35 p.m.		

Jim DiDonato, Executive Director	P
Robbyn Allbee, Administrative Manager	A
Penny McMahon, Head of Technical Services	P
Cheryl Clark, Administrative Assistant	P

3. **Pledge of Allegiance:** All present recited the Pledge of Allegiance

4. **Approval of Agenda:**

Gerald Dietz pointed out that the new Board of Trustees should be in place before officers are nominated. Anne Richmond made a motion to approve the agenda as written, with the exception that action item F (Prevailing Wage Ordinance 820 ICLS 130/9) should be tabled. Mike Bock seconded. All Trustees present, Bock, Klein, 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.

<ul style="list-style-type: none"> • Deb Jones, Trustee Elect • Lisa Marie Smith, Trustee Elect • Gerald Dietz, Attorney • Marina Stevens, Head of Adult Services 	<ul style="list-style-type: none"> • Derrick Warner • Linda Norton • Sherry Perkowitz • Paul D. Smith
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6. **Approval of Minutes**

a. Board Meeting Minutes for April 26, 2017:

Anne Richmond made a motion to approve the Regular Board Meeting Minutes for April 26, 2017. Kathy Oetker seconded. All Trustees present, Bock, Klein, Oetker, Richmond, Schottland, and Warner voted Aye. Motion carried.

Action Items

b. Swear In and Administer Oath of Office to New Trustees:

Anne Richmond, Secretary of the Library Board of Trustees, swore in and administered the oath of office to the newly elected Trustees, Deb Jones and Lisa Marie Smith. Following the swearing in, Senior Trustee and Vice President Diane Klein took over running the meeting.

Roll Call

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

Jim DiDonato, Executive Director	P
Robbyn Allbee, Administrative Manager	A
Penny McMahon, Head of Technical Services	P
Cheryl Clark, Administrative Assistant	P

Action Items

c. Conduct Executive Officer Elections:

Senior Trustee and Vice President Diane Klein opened the floor for nominations for the four executive offices. Anne Richmond nominated Kathy Oetker for the office of Secretary. Carolina Schottland nominated Laura Frye for the office of Treasurer. Kathy Oetker nominated Anne Richmond for the office of President. Carolina Schottland nominated Diane Klein for the office of Vice President. Deb Jones seconded the nominations as a whole. All Trustees present, Jones, Klein, Oetker, Richmond, Schottland, and Smith voted Aye. Motion carried.

d. Action on Motion Honoring Cathy Warner for Service to the Library:

Anne Richmond read the Resolution of Appreciation Honoring Cathy Warner for her service as a Trustee of the Round Lake Area Public Library. Lisa Marie Smith made a motion to approve the Resolution of Appreciation Honoring Cathy Warner. Deb Jones seconded. All Trustees present, Jones, Klein, Oetker, Richmond, Schottland, and Smith voted Aye. Motion carried.

e. Action on Motion Honoring Mike Bock for Service to the Library:

Anne Richmond read the Resolution of Appreciation Honoring Mike Bock for his service as a Trustee of the Round Lake Area Public Library. Carolina Schottland made a motion to approve the Resolution of Appreciation Honoring Mike Bock. Kathy Oetker seconded. All Trustees present, Jones, Klein, Oetker, Richmond, Schottland, and Smith voted Aye. Motion carried.

7. Financial Business

a. Bookkeeping Report : In absence of Treasurer Laura Frye, President Anne Richmond appointed Carolina Schottland as Treasurer Pro Tem for the May 24, 2017 meeting.

b. Vendor's List - Warrant # 719

Carolina Schottland made a motion to approve Warrant #719. Lisa Marie Smith seconded. On a roll call vote, all Trustees present, Jones, Klein, Oetker, Richmond, Schottland, and Smith voted Aye. Motion carried.

c. Investment Rates:

	Illinois Funds	State Bank of the Lakes
January	.590%	.20%
February	.622%	.20%
March	.701%	.20%

Following the Financial Business, there was a brief break so all could welcome the new Trustees and bid farewell to the retiring Trustees. The Regular Meeting was reconvened at 7:36 p.m.

8. Communications:

a. Technical Services Report – Penny McMahon:

Penny McMahon, Head of Technical Services, gave a presentation on criteria cataloguers use when deciding how to label books for the library collections. She stressed that many cross-genre books can cause complications and defined “Aboutness” as a key factor to determining the placement of any given book. “Stickerizing” can often be helpful in addressing sub-plots and in helping browsing patrons to easily find the types of books they are looking for within a larger collection. After her basic explanation, she challenged Trustees to place several examples of titles with mixed topics and noted that cataloguers choices can sometimes be changed or fine-tuned through communication with librarians and suggestions from patrons. After a few questions and some discussion, the Board thanked Penny for her presentation and her work in Technical Services.

9. Library Director’s Report:

Jim took a few moments to talk about Interlibrary Loan at our library, stating that we are a net lender and that we have been so for a long time. There was a discussion on the topic of our patrons’ browsing habits and what the weeding and updating projects may do to our Interlibrary Loan stats in time.

Jim then presented the Director’s Report as written, pausing to answer Trustee questions about costs involved with Passport Acceptance at the library and plans to shift all Passport duties to the Circulation Department alone. Jim pointed out that costs in staff time were difficult to figure because Passport Acceptance was merely added to staff’s other duties.

The Director and Board discussed the proposed budget, including recommendations about staff salaries, funds that could be transferred or used for special purposes, and strategies for saving for future projects.

It was proposed that future Board Packets be available through Google Docs instead of, or in addition to, Drop Box. All Trustees present either preferred or were neutral toward Google Docs, so we will try making the information available through both means for a while.

The Board of Trustees discussed the format for the upcoming Director’s evaluation, either paper or electronic through Survey Monkey. Responses are due to Anne by June 14.

10. Action Items

e. Adoption of FY 2017-2018 Schedule of Regular Board Meeting Dates (5 ILCS 120/2.03 and 75 ILCS 16/30-50):

The Board of Trustees considered the suggested meeting schedules available in the Director’s Report, and were reminded that they could choose either Option A, Option B, a combination of the two, or something entirely different. A correction was noted on Option B, that November 22 is the day before Thanksgiving, not “the Wednesday after”.

Carolina Schottland made a motion to adopt Option A as it stands, with all meetings beginning at 6:30 p.m. in the library's Meeting Room. Diane Klein seconded. During the ensuing discussion, Diane Klein suggested moving the December meeting to the week after Christmas. Further discussion settled on November 15, and December 13 being better dates for the meetings in the holiday season. Carolina Schottland withdrew her motion, and Diane Klein withdrew her second. Kathy Oetker made a motion to adopt a meeting schedule of 6:30 p.m. meetings on the fourth Wednesday of each month in the library's Meeting Room, with the exception of the November and December meetings being on November 15 and December 13, respectively. Carolina Schottland seconded. All Trustees present, Jones, Klein, Oetker, Richmond, Schottland, and Smith voted Aye. Motion carried.

- f. Action on Prevailing Wage Ordinance (820 ILCS 130/9):
Action item F, Action on Prevailing Wage Ordinance (820 ILCS 130/9) was tabled.

- g. Action on Ordinance 05-24-2017BML - .02 Building Maintenance Levy (75 ILCS 16/35-5 and 10 ILCS 5/28-2):
Diane Klein made a motion to approve Ordinance 05-24-2017BML- .02 Building Maintenance Levy (75 ILCS 16/35-5 and 10 ILCS 5/28-2). Deb Jones seconded. On a roll call vote, all Trustees present, Jones, Klein, Oetker, Richmond, Schottland, and Smith voted Aye. Motion carried.

- h. Appointment of Trustees to Review Secretary's Minutes for Past Fiscal Year 2016-2017 (75 ILCS 16/30-65):
Kathy Oetker made a motion that the two newest Trustees, Debbie Jones and Lisa Marie Smith, be appointed to review the Secretary's Minutes for the Past Fiscal Year 2016-2017. Anne Richmond seconded, with the addition of herself to the committee to help guide the process. All Trustees present, Jones, Klein, Oetker, Richmond, Schottland, and Smith voted Aye. Motion carried.

11. Executive Session

12. General Good and Welfare

13. Adjournment

President Anne Richmond adjourned the meeting at 9:18 p.m.

Respectfully submitted,

Name: _____ Date: _____

Cheryl Clark,
Recording Secretary

Name: _____ Date: _____

Kathy Oetker,
Secretary, Library Board of Trustees