

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  
MEETING ROOM  
June 27, 2018 – 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 6:31 p.m.

**2. Roll Call**

Laura Frye	P	Anne Richmond	P
Debbie Jones	P	Carolina Schottland	6:54 p.m.
Diane Klein	P	Lisa Marie Smith	P
Kathy Oetker	6:40 p.m.		
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 approve the agenda. Debbie Jones seconded. All Trustees present, Frye, Jones, Klein, Richmond 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.

- John Holmes
- Chris Holmes
- Marina Stevens Head of Adult Services
- Debbie Allen Head of Youth Services
- Maggie Rodriguez Head of Circulation
- John Haliotis Head of IT, Insurance Committee Member
- Nichole Watson Librarian Assistant, Insurance Committee Member
- Edith Basir Volunteer Coordinator
- Penny McMahon Head of Technical Services, Insurance Committee Member

- Jerry Dietz Library Attorney

6. **Action Item A - Motion Honoring Former Employee Helen Holmes:**

Debbie Allen introduced John and Chris Holmes, husband and son of former employee, Hellen Holmes, who recently passed away. Helen had a big impact on many children, and staff, during the eight years she worked at the library. Deb read a Motion Honoring Helen Holmes. Trustees thanked John and Chris Holmes for their family's consideration in directing memorial donations to the library in memory of Helen. The library has purchased some quilting and craft books in honor of Helen. The café bar has been renamed, "Helen's Café," in remembrance of Helen's love of coffee. Anne Richmond moved approving the Motion Honoring Former Employee Helen. Laura Frye seconded. All Trustees present, Frye, Jones, Klein, Richmond and Smith, voted aye. Motion carried.

7. **Approval of Minutes**

A. Minutes of Regular Board Meeting for May 23, 2018:

Laura Frye made a motion to approve the Regular Board Meeting for May 23, 2018. Kathy Oetker seconded. The following Trustees, Frye, Jones, Richmond, Oetker and Smith), voted aye. Trustee Klein abstained. Motion carried.

8. **Financial Business**

A. Bookkeeping Report

B. Vendor's List - Warrant # 732, 732 Supplemental

Laura Frye made a motion to approve both Warrants 732 and 732 Supplemental. Lisa Marie Smith seconded. On a roll call vote all Trustees present, Frye, Jones, Klein, Richmond, Oetker and Smith, voted aye. Motion carried.

9. **Communications**

10. **Library Director's Report**

11. **Action Items**

B. Discussion and Possible Action on Employee Health Insurance Contribution:

Kathy Oetker made a motion to approve the library continue offering Plan A and Plan B through the Wellness Insurance Network with employees paying half the increase in monthly premiums above current employee contribution effective January 1, 2019. Laura Frye seconded. On a roll call vote all Trustees present, Frye, Jones, Klein, Richmond, Oetker, Schottland and Smith, voted aye. Motion carried. Jim noted library staff will start investigating the viability of current and alternate health insurance policies starting in mid-September. Trustees agreed one member of the library board should participate in the selection committee.

C. Discussion and Action on Ordinance 06-27-2018-BML - .02 Building Maintenance Levy (75 ILCS 16/35-5 and 10 ILCS 5/28-2):

Laura Frye made a motion to approve the .02% Building Maintenance Levy, Ordinance 06-27-2018-BML. Debbie Jones seconded. On a roll call vote all Trustees present, Frye, Jones, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

- D. Action on an Ordinance Setting Non-Resident Library Card Fee:  
Laura Frye made a motion to approve an ordinance setting Non-Resident Library Card Fee, Ordinance 06-27-2018-NON-RES-FEE. Debbie Jones seconded. On a roll call vote all Trustees present, Frye, Jones, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.
- E. Discussion and Action on Prevailing Wage Ordinance (820 ILCS 130/9):  
Debbie Jones made a motion to approve the Prevailing Wage Ordinance, Ordinance 06-27-2018-PW. Laura Frye seconded. On a roll call vote all Trustees present, Frye, Jones, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.
- F. Action on FY 2017-2018 Year End Interfund Transfer Ordinance, 06-27-2018-IFT:  
Lisa Marie Smith made a motion to approve the FY 2017-2018 Year End Interfund Transfer Ordinance, Ordinance 06-27-2018-IFT. Laura Frye seconded. On a roll call vote all Trustees present, Frye, Jones, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.
- G. Discussion and Action on First Draft FY 2018-2019 Internal Budget:  
Jerry Dietz, library attorney, recommended voting on the internal budget as part of the library's Tentative Draft of the Budget and Appropriation Ordinance, below.
- H. DISCUSSION AND ACTION ON A RESOLUTION ADOPTING A TENTATIVE FORM OF AN ORDINANCE [08-22-2018-BAO] PROVIDING FOR BUDGET AND APPROPRIATIONS OF ROUND LAKE AREA PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2018, AND ENDING JUNE 30, 2019:  
Agenda Items G and H were combined into one motion. Debbie Jones made a motion to approve a Tentative Form of Ordinance 08-22-2018-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, 2018, AND ENDING JUNE 30, 2019, including the library's internal budget. Lisa Marie Smith seconded. On a roll call vote all Trustees present, Frye, Jones, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.
- I. Set Date for Budget and Appropriation Hearing:  
Lisa Marie Smith made a motion to set August 22, 2018 at 6:25 p.m. as the Budget and Appropriation Hearing. Carolina Schottland seconded. All Trustees present, Frye, Jones, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.
- J. Discussion and Action of Closed Session Minutes – First Half of Year (5 ILCS 120/2.06):  
Tabled until July
- K. Discussion and Action on Director's Review and Contract Agreement:  
Laura Frye made a motion to extend the Director's contract for until June 30, 2019 with an increase in salary of 2.5% from its current level. Debbie Jones seconded. On a roll call vote all Trustees present, Frye, Jones, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.
- L. Discussion and Possible Action on Scheduling Special Meeting – Site Selection Subcommittee:

No Action

M. Discussion and Possible Action on Scheduling Special Meeting – Planning Meeting:  
No Action

12. **Executive Session:** Personnel, Litigation/Property, Review of Closed Session Minutes:  
The Library Board did not enter Executive Session.

13. **General Good and Welfare**

14. **Adjournment**

President Anne Richmond adjourned the meeting at 7:50 p.m.

Respectfully submitted,

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Robbyn Allbee, Recording Secretary

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Kathy Oetker,  
Secretary, Library Board of Trustees