

pThe 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
October 24, 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 6:34 p.m.

2. **Roll Call**

Laura Frye A
Diane Klein P
Kathy Oetker A

Anne Richmond P
Carolina Schottland P
Lisa Marie Smith P

Jim DiDonato, Executive Director P
Robbyn Allbee, Administrative Manager P

Anne Richmond appointed Diane Klein as Secretary Pro Tem

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, Carolina Schottland seconded. All Trustees present, Klein, 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.

Jerry Dietz, Library Attorney	Maggie Rodriguez, Head of Circulation
Mike Bock	Penny Mc Mahon, Head of Technical Services
Sarah Shadnia	Debbie Allen, Head of Youth Services
Ken Herdeman, Ehlers Investments	Edith Basir, Outreach Coordinator
Shannon Devinger, WIN Trust Bank	

6. **Approval of Minutes**

A. Minutes of Regular Board Meeting for September 26, 2018

Carolina Schottland made a motion to approve the September 26, 2018 Board Meeting Minutes, Diane Klein seconded. The following Trustees, Klein, Richmond and Schottland, voted Aye. Trustee Smith abstained. Motion carried.

7. **Financial Business**

A. Bookkeeping Report

B. Vendor's List - Warrant # 736

Anne Richmond made a motion to approve Warrant #736, Diane Klein seconded. On a Roll Call vote, all Trustees present, Klein, Richmond, Schottland and Smith, voted Aye. Motion carried.

8. Communications:

Flyers for:

Cookbook Exchange

Civics 101 Program

Digital Cards for RLA School District Employees

Lunch at the Library

Soon to be Famous Authors Program

Telescope Information

Articles:

"We believe in books"

Executive Session: Interviewing Candidates for the open Trustee Position (5 ILCS 120/2(c)(3))

- Diane Klein made a motion to enter into Executive Session at 7:40 p.m. for the purpose of Interviewing Candidates for the open Trustee Position, Carolina Schottland seconded.
- At 8:16 p.m., Anne Richmond made a motion to resume Open Session, Diane Klein seconded.

Presentation: State Bank of the Lakes and Ehlers Investments

Shannon Devinger, from State Bank of the Lakes, and Ken Herdeman, from Ehlers Investments, presented options from their Financial Services.

9. Library Director's Report

Jim presented the report as written.

10. Action Items

- Discussion and Possible Action on Appointment of Trustee to Fill an Open Position on Library Board
Tabled to November 28, 2018 Board Meeting
- Discussion and Possible Action on Meeting Room Policy – Second Reading
Anne Richmond made a motion to amend the policy as follows: Remove the \$25 Fee, adjust the \$100 late fee to include all groups that stay late, choose Option B concerning political groups, and remove "In addition" in blue lettering, Lisa Marie Smith seconded. All Trustees present, Klein, Richmond, Schottland and Smith, voted Aye. Motion carried.
- Discussion and Possible Action on Solicitation Policy – First Reading
Tabled to allow review of policies from other institutions
- Discussion and Possible Action on of Resolution 10-24-2018-TLE, Tax Levy Estimate - RESOLUTION DETERMINING AMOUNT OF MONEY ESTIMATED TO BE NECESSARY TO BE RAISED BY TAXATION FOR 2018 TAX LEVY (THE FISCAL YEAR BEGINNING JULY 1, 2018, AND ENDING JUNE 30, 2019) FOR ROUND LAKE AREA PUBLIC LIBRARY DISTRICT

Diane Klein made a motion to accept Resolution 10-24-2018-TLE for the Tax Levy Estimate, Carolina Schottland seconded. On a Roll Call vote, all Trustees present, Klein, Richmond, Schottland and Smith, voted Aye. Motion carried.

E. Set Date for Special Meeting, Tax Levy Hearing

Anne Richmond made a motion to set the date for the Tax Levy Hearing as November 28, 2018 at 6:25 p.m., Diane Klein seconded. All Trustees present, Klein, Richmond, Schottland and Smith, voted Aye. Motion carried.

F. Discussion and Possible Action on Ordinance Providing for Disposal of Surplus Equipment

Anne Richmond made a motion to approve Ordinance 10-24-2018-SURPLUS, an ordinance for Disposal of Surplus Equipment, Diane Klein seconded. All Trustees present, (Klein, Richmond, Schottland and Smith), voted Aye. Motion carried.

G. Discussion and Possible Action on Purchasing Staff Holiday Gift Cards

Diane Klein made a motion to purchase Visa Gift Cards for all employees in the amount of \$100 each, Lisa Marie Smith seconded. On a Roll Call vote, all Trustees present, Klein, Richmond, Schottland and Smith, voted Aye. Motion carried.

H. Discussion and Possible Action on Investment Services

Tabled to November 28, 2018 Board Meeting

I. Discussion and Possible Action on Transferring Money Between Investment Providers

Tabled to November 28, 2018 Board Meeting

J. Discussion and Possible Action on Tax Objectors Vs. County of Lake

Anne Richmond made a motion to grant Jerry Dietz, the Library Attorney, the authority to settle this Tax Objection for \$40,000, Diane Klein seconded. On a Roll Call vote, all Trustees present, Klein, Richmond, Schottland and Smith, voted Aye. Motion carried.

11. **Executive Session:** Potential Litigation (5 ILCS 120/2(c)(11))

- At 10:20 p.m., Diane Klein made a motion to enter into Executive Session for the purpose of discussing Pending Litigation, Anne Richmond seconded.
- At 10:37 p.m., Anne Richmond made a motion to resume the open session, Lisa Marie Smith seconded.

12. **General Good and Welfare**

13. **Adjournment:** President Anne Richmond adjourned the meeting at 10:40 p.m.

Respectfully submitted,

Name: _____ Date: _____
Robbyn Allbee, Recording Secretary

Name: _____ Date: _____
Kathy Oetker,
Secretary, Library Board of Trustees