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**ROUND LAKE AREA LIBRARY
BOARD OF TRUSTEES
BOARD MEETING MINUTES
REGULAR MEETING
MEETING ROOM
February 27, 2019 – 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 6:37 p.m.

2. Roll Call

Sarah Duby	P	Anne Richmond	P
Laura Frye	P	Carolina Schottland	P
Diane Klein	P	Lisa Marie Smith	P
Kathy Oetker	6:42		

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

Lisa Marie Smith made a motion to approve the agenda as written, Diane Klein seconded. All Trustees present, Duby, Frye, 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	Jian Rao, Circulation Clerk
Aleece Michalak, Youth Services Librarian	Marina Stevens, Head of Adult Services
Sandra Lopez, Head of Outreach Services	Debbie Allen, Head of Youth Services
Emily Campos, Circulation Clerk	Edith Basir, Volunteer Coordinator
Alisha Smaby, Circulation Assistant	Gail Wirtz, Technical Services Clerk
Gail Goldstein, Library Shelver	Maggie Rodriguez, Head of Circulation
Cheryl Clark, Administrative Assistant	Penny McMahon, Head of Technical Services
Shelby Brubaker, Circulation Clerk	

6. Approval of Minutes

A. Minutes of Regular Board Meeting for January 23, 2019:

Laura Frye made a motion to approve the Minutes of Regular Board Meeting for January 23, 2019, Carolina Schottland seconded. All Trustees present, Duby, Frye, Klein, Richmond, Schottland and Smith, voted aye. Motion carried.

7. Financial Business

A. Bookkeeping Report

B. Vendor's List - Warrant # 740

Laura Frye made a motion to approve Warrant #740, Sarah Duby seconded. On a roll call vote all Trustees present, Duby, Frye, Klein, Richmond, Schottland and Smith, voted aye. Motion carried.

8. Communications:

Trustees signed thank you letters to Congressman Brad Schneider and Senator Melinda Bush for their participation in the President’s Day Library Legislature Breakfast.

9. Library Director’s Report

10. Action Items

A. Discussion and Possible Action on Selecting Members of and Scheduling a Finance Subcommittee Meeting:
No Motion / No Action. Anne Richmond and Laura Frye agreed to meet with Jim to review proposed drafts of financial policies for approval at the March 27, 2019 Board meeting.

B. Discussion and Possible Action on Scheduling a Board Retreat / Planning Meeting:
Anne Richmond made a motion to hold a Board Planning Meeting on May 5, 2019, from 10:00 am – 2:00 pm, with the location to be determined at the March 27 Board meeting. Carolina Schottland seconded. All Trustees present, Doby, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

Board-Staff Mixer: Trustees and staff spent time catching up with each other about library programs, positions each person held within the library organization, upcoming personal plans, common friends, hobbies, and all manner of things in getting to know each other. Everyone agreed the food and conversation was a welcome addition to the communication between staff and Trustees.

11. **Executive Session:** None

12. **General Good and Welfare**

13. **Adjournment**

Anne Richmond adjourned the meeting at 7:10 p.m.

Respectfully submitted,

Name: _____ Date: _____
Robbyn Allbee, Recording Secretary

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