

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 26, 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 6:33 p.m.

2. Roll Call

Sarah Duby P

Laura Frye P

Diane Klein 6:44 p.m.

Kathy Oetker 6:50 p.m.

Anne Richmond P

Carolina Schottland P

Lisa Marie Smith P

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 as presented, Lisa Marie Smith seconded. All Trustees present, Duby, Frye, 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.

Penny McMahon, Head of Technical Services

Maggie Rodriguez, Head of Circulation

Debbie Allen, Head of Youth Services

Edith Basir, Volunteer Coordinator

6. Approval of Minutes

A. Minutes of Board Planning Meeting for May 5, 2019:

Lisa Marie Smith made a motion to approve minutes of the Board Planning Meeting for May 5, 2019, Carolina Schottland seconded. All Trustees present, Duby, Frye, Richmond, Schottland and Smith) voted aye. Motion carried.

B. Minutes of Regular Board Meeting for May 22, 2019:

Sarah Duby made a motion to approve minutes of the Regular Board Meeting for May 22, 2019, Lisa Marie Smith seconded. All Trustees present, Duby, Frye, Richmond, Schottland and Smith, voted aye. Motion carried.

7. Financial Business

A. Bookkeeping Report

B. Vendor's List - Warrant # 744

Laura Frye made a motion to approve Warrant #744 and Warrant #744 Supplemental, Carolina Schottland seconded. On a Roll Call vote all Trustees present, Duby, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

8. Communications:

Flyers for:

Book Clubs

SRC

Free Summer Meals

Upcoming Arts & Crafts Programs for Adults

9. Library Director's Report

10. Action Items

- A. Discussion and Possible Action on Ordinance 06-26-2019-BML, .02 Building Maintenance Levy (75 ILCS 16/35-5 and 10 ILCS 5/28-2)
Laura Frye made a motion to approve Ordinance 06-26-2019-BML, .02 Building Maintenance Levy (75 ILCS 16/35-5 and 10 ILCS 5/28-2), Kathy Oetker seconded. On a Roll Call vote all Trustees present, DUBY, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.
- B. Discussion and Possible Action on Ordinance 06-26-2019-NON-RES-FEE, an Ordinance Setting Non-Resident Library Card Fee
Carolina Schottland made a motion to approve Ordinance 06-26-2019-NON-RES-FEE, an Ordinance Setting Non-Resident Library Card Fee, Laura Frye seconded. All Trustees present, DUBY, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.
- C. Discussion and Possible Action on Scheduling Budget and Appropriation Hearing
Kathy Oetker made a motion to hold the Budget and Appropriation Hearing on August 28, 2019 at 6:25 p.m., Lisa Marie Smith seconded. All Trustees present, DUBY, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.
- D. Discussion and Possible Action on COLA /Merit Adjustments to Staff Salaries and Salary Schedule for FY 2019-2020
Sarah DUBY made a motion to award 2% COLA /Merit Adjustments to Staff Salaries and Salary Schedule for FY 2019-2020, Lisa Marie Smith seconded. On a Roll Call vote all Trustees present, DUBY, Frye, Klein, Oetker, Richmond, Schottland and Smith) voted aye. Motion carried.
- E. Appointment of Trustees to Review Secretary's Minutes for Past Year, FY 2018-2019 (75 ILCS 16/30-65)
President Anne Richmond appointed Lisa Marie Smith and Sarah DUBY to Review Secretary's Minutes for Past Year, FY 2018-2019 (75 ILCS 16/30-65)
- F. Discussion and Possible Action of Closed Session Minutes – First Half of Year (5 ILCS 120/2.06)
Carolina Schottland made a motion to keep the Closed Session Minutes – First Half of Year (5 ILCS 120/2.06) closed, Lisa Marie Smith seconded. All Trustees present, DUBY, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.
- G. Discussion and Possible Action on Director's Review and Contract Agreement
Lisa Marie Smith made a motion to extend Executive Director, Jim DiDonato's contract through July 1, 2020 with a pay increase of 2%, Carolina Schottland seconded. On a Roll Call vote all Trustees present, DUBY, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

11. Executive Session: (5 ILCS 120/2(c)(21)), (5 ILCS 120/2(c)(1))

Carolina Schottland made a motion to enter Executive Session at 7:15 p.m. for the purpose of discussing personnel, Diane Klein seconded. All Trustees present, DUBY, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

Carolina Schottland made a motion to reconvene Regular Session at 9:05 p.m., Laura Frye seconded. All Trustees present, DUBY, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

12. General Good and Welfare

13. Adjournment

President Anne Richmond adjourned the meeting at 9:15 p.m.

Respectfully submitted,

Name: _____ Date: _____
Robbyn Allbee, Recording Secretary

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