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**ROUND LAKE AREA LIBRARY
BOARD OF TRUSTEES
BOARD MEETING
REGULAR MEETING MINUTES
Meeting Room
May 25, 2011 – 6:00 p.m.**

All matters on the agenda may be discussed, amended, and acted upon, regardless of placement.

1. Call to Order: President Diane Klein called the meeting to order at 6:09 pm

2. Roll Call:

Mandy Hollingsworth	P	Shari Skorcz	A
Linda Kauffman	P	Patty Smart	P
Diane Klein	P	Cathy Warner	P
Brad Ogilvie	P		

Jim DiDonato, Executive Director	P
Robbyn Allbee, Administrative Manager	P
Rich Erikson, Head of Adult Services	P

Diane Klein appointed Patty Smart Secretary Pro-Tem

Patty Smart Swore in Trustees Hollingsworth and Kauffman

Diane Klein called for a roll call with the new roster of Trustees:

Mandy Hollingsworth	P	Patty Smart	P
Linda Kauffman	P	Cathy Warner	P
Diane Klein	P		

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

4. Approval of Agenda: Diane Klein made a motion to move Item “8a, Communications - Department Report – Rich Erikson, Head of Adult Services,” before item “5. Public Introductions and Comments.” Cathy Warner seconded. All Trustees present: Hollingsworth, Kauffman, Klein, Smart and Warner, voted Aye. Motion carried.

8. Communications

- a. Department Report – Rich Erikson, Head of Adult Services:
Rich presented the Board with Summer Reading sign up information and gave Brad Ogilvie a flying monkey as a going away gift from Adult Services. The Board thanked Rich and Adult Services for all their hard work and extensive programming.

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.

Public Present: David Kilbane, Bob Devery, Brian Gosnell, Judy Armstrong and Monica Mar presented a plan from the Village of Round Lake Beach to create a TIF District. Jerry Dietz, the library's attorney, was also in attendance. After discussion of the TIF district, Trustees asked Jim to find answers to the following questions. How much money will the library district forgo during the life of the proposed TIF and when can the district expect to recover that revenue. Have other taxing districts signed intergovernmental agreements with Round Lake Beach?

6. Approval of Minutes:

- a. Regular Board Meeting Minutes for April 27, 2011:
Mandy Hollingsworth made a motion to accept the Regular Board Meeting Minutes for April 27, 2011, Patty Smart seconded. All Trustees present: Hollingsworth, Kauffman, Klein, Smart and Warner, voted Aye. Motion carried.

7. Financial Business

- a. Bookkeeping Report
- b. Vendor's List - Warrant # 647
Linda Kauffman made a motion to accept Warrant #647, Patty Smart seconded. On a Roll Call vote all Trustees present: Hollingsworth, Kauffman, Klein, Smart and Warner, voted Aye. Motion carried.
- c. Investment Rates:

i. Illinois Funds		ii. National City/PNC	
December	.121%	December	0.34%
January	.121%	January	0.34%
February	.094%	February	0.32%
March	.085%	March	0.32%

9. **Library Director's Report:** Jim presented the library director's report as written.

10. **Action Items**

- a. Swear In and Administer Oath to New Trustees:
Patty Smart swore in Trustees Hollingsworth and Kauffman at the beginning of the meeting.
- b. Executive Officer Elections:
Diane Klein made a motion to appoint Linda Kauffman as Board-President, Cathy Warner as Vice President, Mandy Hollingsworth as Treasurer and Patty Smart as Secretary, to be effective at the June 22, 2011 Board meeting. Cathy Warner seconded. All Trustees present: Hollingsworth, Kauffman, Klein, Smart and Warner, voted Aye. Motion carried.
- c. Motion to Honor Trustees, Brad Ogilvie's and Shari Skorcz's Service:
No motion; no action taken. Though no formal motion was made, all Trustees profusely thanked Brad and Shari for their work on the Board, dedication to the community, and service to the library. Everyone encouraged Brad to visit the library and stay in touch.
- d. Set Special Meeting Date for Director's Performance Review:
No motion; no action taken. Diane Klein instructed Trustees to complete the director's performance review on their own and e-mail responses to Linda Kauffman by June 15th. Linda will compile the ratings and comments and present the results at the June 22nd Regular Board meeting for discussion and review with Jim.
- e. Appoint Trustee to Fill Vacant Position:
No motion; no action taken. Trustees reviewed letters of interest from several prospective candidates. Trustees agreed they will interview candidates at their June 1, 2011 Special Meeting.
- f. Approve Updated Staff Salary Schedule with FY 2011-2012 COLA and Merit Changes:
Cathy Warner made a motion to approve updating the Staff Salary Schedule for FY 2011-2012 with a 1% COLA increase and 1% maximum performance based Merit increase for employees, effective July 1, 2011. Mandy Hollingsworth seconded. On a Roll Call vote all Trustees present: Hollingsworth, Kauffman, Klein, Smart and Warner, voted Aye. Motion carried.

11. **Executive Session: None**

12. **General Good and Welfare**

13. **Adjournment**

President Diane Klein adjourned the meeting at 8:45 pm

Name: _____ Date: _____

Robbyn Allbee,
Recording Secretary

Name: _____ Date: _____

Patty Smart,
Secretary Pro-Tem, Library Board