

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  
May 23, 2012 – 6:00 p.m.**

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

**1. Call to Order:**

President Cathy Warner called the meeting to order at 6:02 p.m.

**2. Roll Call:**

Mandy Hollingsworth	P	Anne Richmond	P
Diane Klein	A	Patty Smart	P
Ron Repa	P	Cathy Warner	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:**

Patty Smart made a motion to approve the agenda as presented with an update to move Action Item 10-a, Swear in and Administering Oath to New Trustee, to the beginning of the meeting. Anne Richmond seconded. All Trustees present, Hollingsworth, Repa, Richmond Smart, and Warner voted Aye. Motion carried.

**10. Action Items**

a. Swear In and Administer Oath to New Trustee:

Patty Smart swore in Charlie Foy as a new Trustee.

President Cathy Warner requested a second roll call.

Charley Foy	P	Anne Richmond	P
Mandy Hollingsworth	P	Patty Smart	P
Diane Klein	A	Cathy Warner	P
Ron Repa	P		
Jim DiDonato, Executive Director			P

5. **Public Introductions and Comments:** No public present.

6. **Approval of Minutes:**

a. Regular Board Meeting Minutes for April 28, 2012:

Patty Smart made a motion to approve the Regular Board Meeting Minutes for April 28, 2012. Anne Richmond seconded. The following Trustees voted Aye, Repa, Richmond and Smart. The following Trustees, Foy, Hollingsworth and Warner, Abstained. Motion carried.

7. **Financial Business:**

a. Bookkeeping Report

b. Vendor's List - Warrant # 659

Mandy Hollingsworth made a motion to accept Warrant # 659. Anne Richmond seconded. On a roll call vote all Trustees present, Foy, Hollingsworth, Repa, Richmond Smart, and Warner voted Aye. Motion carried.

c. Investment Rates:

i. Illinois Funds		ii. PNC	
February	0.097%	February	0.25%
March	0.101%	March	0.25%
April	0.101%	April	0.25%

8. **Communications:** None

9. **Library Director's Report**

- Jim DiDonato presented the Director's Report as written.
- Jim reminded Trustees that the State of Illinois requests all Trustees, Jim, and Robbyn Allbee complete Open Meetings Act training by December 31, 2012, and that Jim, Robbyn, and Diane Klein should complete Freedom of Information Act training by December 31<sup>st</sup> as well.
- Trustees discussed status of the Friends group. Everyone realized there has been too little public interest in the group to continue dedicating staff time and dollars at the current rate to the program at this time. Trustees directed Jim to work up a plan to maintain the Friends organization's integrity and continue the Friends nonprofit status for one year. This plan will be presented at the regular June Board meeting.

10. **Action Items**

b. Adopt Prevailing Wage Ordinance (820 ILCS 130/9):

Mandy Hollingsworth made a motion to approve Ordinance 05-23-2012-PW, Prevailing Wage ordinance. Patty Smart seconded. On a roll call vote all Trustees present, Foy, Hollingsworth, Repa, Richmond, Smart, and Warner voted Aye. Motion carried.

- c. Approve FY 2012-2013 Regular Board Meeting Dates (5 ILCS 120/2.03 and 75 ILCS 16/30-50):

Anne Richmond made a motion to approve holding regularly scheduled Board meetings at 6:00 pm in the library's Meeting Room on the following dates for FY 2012-2013:

July 25, 2012  
August 22, 2012  
September 26, 2012  
October 24, 2012  
November 28, 2012  
December 19, 2012  
January 23, 2013  
February 27, 2013  
March 27, 2013  
April 24, 2013  
May 22, 2013  
June 26, 2013

Mandy Hollingsworth seconded. All Trustees present, Foy, Hollingsworth, Repa, Richmond Smart, and Warner voted Aye. Motion carried.

- d. Appoint Trustees to Review Secretary's Minutes for Past Fiscal Year (75 ILCS 16/30-65):

Patty Smart and Cathy Warner volunteered to conduct the FY 2011-2012 Secretary's Audit. No motion; No action.

- e. Set Special Meeting Date for Director's Performance Review:

Cathy Warner directed Jim to place the director's performance evaluation in survey form on SurveyMonkey and asked Trustees to complete the survey prior to the June meeting where Trustees agreed to enter Executive Session to conduct the director's review and contract. No motion; No action.

- f. Increase Service Hours:

Patty Smart made a motion to have the library stay open until 9:00 pm Monday-Thursday, effective August 13, 2012. The library's new schedule for public service will be as follows:

9:00 am – 9:00 pm Monday-Thursday  
9:00 am – 5:00 pm Friday-Saturday  
12:00 am – 4:00 pm Sunday

Mandy Hollingsworth seconded. On a roll call vote all Trustees present, Foy, Hollingsworth, Repa, Richmond Smart, and Warner voted Aye. Motion carried.

g. Approve Updated Staff Salary Schedule with FY 2012-2013 COLA and Merit Changes:

Anne Richmond moved that the library approve a 1% COLA raise, a 2% maximum merit raise for employees, and an increase in salary for Categories 2-11 of the Salary Schedule equivalent to the COLA increase, effective July 1, 2012. Charlie Foy seconded. On a roll call vote all Trustees present, Foy, Hollingsworth, Repa, Richmond Smart, and Warner voted Aye. Motion carried.

h. Approval of Contractor for Repairing and Repaving the Parking Lot

Tabled: Cathy Warner directed Robbyn to survey the parking lot to determine the areas that the library feels are in high need of repair and obtain quotes for same areas from all vendors and quotes to replace the blacktop with either asphalt or concrete around the receiving area and to include sealcoating the parking lot in the quote.

11. **Executive Session:** No Executive Session

12. **General Good and Welfare**

13. **Adjournment**

President Cathy Warner adjourned the meeting at 7:45 p.m.

Respectfully submitted,

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

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Patty Smart,  
Secretary, Library Board of Trustees