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**ROUND LAKE AREA LIBRARY  
BOARD OF TRUSTEES  
BOARD MEETING MINUTES  
REGULAR MEETING  
Meeting Room  
July 25, 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 6:01.

**2. Roll Call:**

Charlie 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
Robbyn Allbee, Administrative Manager			P
Rich Erikson, Head of Adult Services			P

**3. Pledge of Allegiance:**

All present recited the Pledge of Allegiance

**4. Approval of Agenda:**

The Agenda was approved with no objections or changes.

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

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.

**6. Approval of Minutes**

**a. Regular Board Meeting Minutes for June 27, 2012:**

Anne Richmond made a motion to approve the Regular Board Meeting Minutes for June 27, 2012, Patty Smart seconded. All Trustees present, (Foy, Hollingsworth, Repa, Richmond, Smart and Warner), voted Aye, motion carried.

## 7. Financial Business

- a. Bookkeeping Report
- b. Vendor's List - Warrant # 661

Mandy Hollingsworth made a motion to approve Warrant #661, Charlie Foy seconded. On a Roll Call vote all Trustee's present, (Foy, Hollingsworth, Repa, Richmond, Smart and Warner), voted Aye, motion carried.

- c. Investment Rates:

	Illinois Funds	PNC	Investments (aggregate)
April	.084%	0.24%	1.24%
May	.089%	0.25%	1.24%
June	.096%	.24%	1.24%

## 8. Communications

- a. Department Report – Rich Erikson, Head of Adult Services:  
The Board thanked Rich and his staff for their continued hard work and dedication.

## 9. Library Director's Report:

Jim presented the report as written.

## 10. Action Items

- a. Approval of FY 2011-2012 Secretary's Audit:  
Mandy Hollingsworth made a motion to approve the FY 2011-2012 Secretary's Audit, Anne Richmond seconded. All Trustee's present, (Foy, Hollingsworth, Repa, Richmond, Smart and Warner), voted Aye, motion carried.
- b. GASB 54 Fund Balance Policy - Second Reading:  
Anne Richmond made a motion to approve the GASB 54 Fund Balance Policy, Patty Smart seconded. On a Roll Call vote all Trustee's present, (Foy, Hollingsworth, Repa, Richmond, Smart and Warner), voted Aye, motion carried.
- c. Approval of FY 2011-2012 Year End Interfund Transfer Ordinance:  
Patty Smart made a motion to approve the FY 2011-2012 Year End Interfund Transfer Ordinance, Ordinance 07-25-2012-IFT. Mandy Hollingsworth seconded. On a Roll Call vote all Trustee's present, (Foy, Hollingsworth, Repa, Richmond, Smart and Warner), voted Aye, motion carried.

d. Approval of Personnel Manual Updates – First Reading:  
Charlie Foy made a motion to approve the Personnel Manual Updates – First Reading, Patty Smart seconded. All Trustee’s present, (Foy, Hollingsworth, Repa, Richmond, Smart and Warner), voted Aye, motion carried.

e. Approve Request for Bids for Parking Lot Replacement and Striping:  
Anne Richmond made a motion to approve the process to Request for Bids for Parking Lot Replacement and Striping, Charlie Foy seconded. All Trustee’s present, (Foy, Hollingsworth, Repa, Richmond, Smart and Warner), voted Aye, motion carried.

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

Closed session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. (5 ILCS 120/2(c)(1).)

12. **General Good and Welfare**

13. **Adjournment**

President Cathy Warner adjourned the meeting at 7:05 p.m.

Respectfully submitted,

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Robbyn Allbee,  
Recording Secretary

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Patty Smart,  
Secretary, Library Board of Trustees