

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
December 18, 2013 – 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 6:00 p.m.

2. Roll Call

Charlie Foy	P	Anne Richmond	A
Laura Frye	P	Carolina Schottland	P
Diane Klein	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

Charlie Foy made a motion to approve the agenda as presented, Diane Klein seconded. All Trustees present, (Foy, Frye, Klein, Schottland and Warner), 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.

Maggie Rodriguez, Head of Circulation

6. Approval of Minutes

a. Tax Levy Hearing Meeting Minutes for November 20, 2013

Carolina Schottland made a motion to approve the Tax Levy Hearing Meeting Minutes for November 20, 2013 with the change of Trustee Laura Frye from Present to Absent, Diane Klein seconded. The following Trustees, (Foy, Klein,

and Schottland), voted Aye. The following Trustees, (Frye and Warner) abstained. Motion Carried.

b. Regular Board Meeting Minutes for November 20, 2013

Laura Frye made a motion to approve the Regular Board Meeting Minutes for November 20, 2013, Carolina Schottland seconded. The following Trustees, (Foy, Frye, Klein, and Schottland), voted Aye. The following Trustee, (Warner) abstained. Motion Carried.

7. Financial Business

a. Bookkeeping Report

b. Vendor's List - Warrant # 678

Laura Frye made a motion to approve Warrant # 678, Carolina Schottland seconded. On a Roll Call vote, all Trustees present, (Foy, Frye, Klein, Schottland and Warner), voted Aye. Motion Carried.

c. Investment Rates:

	Illinois Funds	PNC	Investments (aggregate)
September	.010%	.23%	
October	.010%	.23%	
November	.032%	.23%	
December	.027%	.23%	

8. Communications

None

9. Library Director's Report

Jim presented the report as written.

10. Action Items

a. Ratify Annual Report of Receipts and Disbursements for FY 2012-2013 (30 ILCS 15/1 and 15/2) (50 ILCS 305/1)

Laura Frye made a motion to Ratify the Annual Report of Receipts and Disbursements for FY 2012-2013, Diane Klein seconded. On a Roll Call vote, all Trustees present, (Foy, Frye, Klein, Schottland and Warner), voted Aye. Motion Carried.

b. Approve Contractor to Conduct Bathroom Counter Installation

Laura Frye made a motion to accept the proposal from Kitchen Cubes in the amount of \$1,525.00, Carolina Schottland seconded. On a Roll Call vote, all Trustees present, (Foy, Frye, Klein, Schottland and Warner), voted Aye. Motion Carried.

c. Approve Contractor to Conduct Bathroom Stalls/Dividers Installation

Carolina Schottland made a motion to accept the proposal from Commercial Specialties in the amount of \$5,684.00, Charlie Foy seconded. On a Roll Call vote, all Trustees present, (Foy, Frye, Klein, Schottland and Warner), voted Aye. Motion Carried.

d. Cash Transfer from IPTIP to Local Bank

Carolina Schottland made a motion to approve a Cash Transfer of \$500,000.00 from the library's general account in the Illinois Funds to the general checking account at local bank, PNC, Laura Frye seconded. On a Roll Call vote, all Trustees present, (Foy, Frye, Klein, Schottland and Warner), voted Aye. Motion Carried.

e. Food for Fines Program during 2014 National Library Week

Laura Frye made a motion to approve a day of amnesty on April 17, 2014, in an attempt to encourage former patrons to start using the library again, to inspire patrons to return long overdue materials, and to assist the Avon Township Food Pantry. Patrons may return overdue items to the library and not be charged fines or processing fees, up to a maximum of **\$50**, provided the items are returned in good condition, on April 17th. This waiver applies only to materials owned by the Round Lake Area Library. Food items must be in good condition, not expired, and be human consumable foods only. No beverages, candy, or U.S. Gov. Food products accepted. Diane Klein seconded. On a Roll Call vote, all Trustees present, (Foy, Frye, Klein, Schottland and Warner), voted Aye. Motion Carried.

f. Second Half of Year Review of Closed Session Minutes (5 ILCS 120/2.06)

Laura Frye made a motion to keep the second half of the year closed session minutes closed, Charlie Foy seconded. All Trustees present, (Foy, Frye, Klein, Schottland and Warner), voted Aye. Motion Carried.

11. **Executive Session:**

Closed session for the purpose of discussing minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 (5 ILCS 120/2(c)(21).)

Laura Frye made a motion to enter into Executive Session for the purpose of discussing minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 (5 ILCS 120/2(c)(21).) at 6:45 p.m., Diane Klein seconded.

Charlie Foy made a motion at 7:10 to re-enter the Regular Board meeting, Carolina Schottland seconded.

12. **General Good and Welfare**

13. **Adjournment**

President Cathy Warner adjourned the meeting at 7:19 p.m.

Respectfully submitted,

Name: _____ Date: _____

Robbyn Allbee,
Recording Secretary

Name: _____ Date: _____

Laura Frye,
Secretary, Library Board of Trustees