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**ROUND LAKE AREA LIBRARY  
BOARD OF TRUSTEES  
BOARD MEETING MINUTES  
REGULAR MEETING  
MEETING ROOM  
November 19, 2014 – 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 p.m.

2. **Roll Call**

Charlie Foy	P	Anne Richmond	P
Laura Frye	P	Carolina Schottland	P
Diane Klein	P	Cathy Warner	P
Kathy Oetker	A		

Jim DiDonato, Executive Director	P
Robbyn Allbee, Administrative Manager	A
Sandra Lopez, Head of Outreach Services	P
Margarita Rodriguez, Head of Circulation	P
Cheryl Clark, Administrative/Outreach Assistant I	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 written. Laura Frye seconded. All Trustees present, Foy, Frye, Klein, Richmond, 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.

Sandra Lopez, Head of Outreach Services. Margarita Rodriguez, Head of Circulation.

6. **Approval of Minutes**

a. Regular Board Meeting for October 22, 2014:

Laura Frye made a motion to approve the Regular Board Meeting Minutes for October 22, 2014. Charlie Foy seconded. All Trustees present, Foy, Frye, Klein, Richmond, Schottland and Warner, voted Aye. Motion carried.

7. **Financial Business**

a. Bookkeeping Report

b. Vendor's List - Warrant # 689

Anne Richmond made a motion to approve Warrant #689. Laura Frye seconded. On a roll call vote, all Trustees present, Foy, Frye, Klein, Richmond, Schottland and Warner, voted Aye. Motion carried.

c. Investment Rates:

	Illinois Funds	PNC	State Bank of the Lakes
August	.012%	.17%	.20%
September	.013%	.05%	.20%
October	.012%	.05%	

**8. Communications**

a. Department Report: Sandra Lopez, Head of Outreach Services:

Sandra Lopez showed the Board the newsletter, which was just distributed to the community. She talked about the upcoming Holiday Open House, the successful Health Seminars, and changes to e-blasts that have resulted in more engagement. She also discussed plans to update the Spanish language side of our website. The Board thanked Sandra for her presentation and her work in Outreach Services.

Jim showed the Board a copy of our Fall 2014 newsletter that had been marked up with objections to the inclusion of Spanish. This copy of the newsletter was addressed to the "Library Director & Board" and dropped anonymously into our book bin. Jim noted that in this particular issue, Spanish had been scaled back from our previous levels.

Margarita Rodriguez presented the Board with a box of chocolates and a thank you card signed by library staff who were grateful for the holiday gift cards they had received.

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

**10. Action Items**

a. Approval of Tax Levy Ordinance – AN ORDINANCE PROVIDING FOR LEVYING AND ASSESSING TAXES OF ROUND LAKE AREA PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS, FOR 2014 TAX LEVY (THE FISCAL YEAR BEGINNING JULY 1, 2014, AND ENDING JUNE 30, 2015):

Laura Frye made a motion to approve Ordinance 11-19-2014 -TLO providing for levying and assessing taxes of Round Lake Area Public Library District, Lake County, Illinois, for the 2014 Tax Levy (the fiscal year beginning July 1, 2014, and ending June 30, 2015). Charlie Foy seconded. On a roll call vote, all Trustees present, Foy, Frye, Klein, Richmond, Schottland and Warner, voted Aye. Motion carried.

b. Change in Employee Health Insurance Premium Co-Pay:

Anne Richmond made a motion that the library provide health insurance coverage under Plan A and Plan B through the Wellness Insurance Network with the requirement that employees pay a compulsory \$75 employee premium co-pay for coverage under Plan A and a compulsory \$0 employee premium co-pay for coverage under Plan B. Carolina Schottland seconded. Following a discussion on the possible impact of such a motion,

Anne Richmond amended her motion so that employees pay a compulsory \$75 employee premium co-pay for coverage under Plan A and a compulsory \$10 employee premium co-pay for coverage under Plan B. Laura Frye seconded. On a roll call vote, the following Trustees, Foy, Frye, Richmond, and Warner, voted Aye. Trustees Klein and Schottland voted No. Motion carried.

c. Approval of Cash Transfers:

Anne Richmond made a motion to approve cash transfers as listed below.

Originating Account	Transfer to	Amount
Illinois Fund – Main Checking	SBOTL – Max Safe	\$ 1,272,000
Illinois Fund – Merchant Account	SBOTL – Max Safe	\$ 78,000
PNC – Petty Checking	SBOTL – Petty Checking	\$ 6
PNC – Main Checking	SBOTL – Main Checking	\$ 62,150
PNC – Bond Fund	SBOTL – Bond Fund	\$ 0
PNC – Special Reserve	SBOTL – Max Safe	\$ 350,000
TOTAL TRANSFER TO SBOTL	State Bank of the Lakes	\$ 1,762,156

Cathy Warner seconded. On a roll call vote, all Trustees present, Foy, Frye, Klein, Richmond, Schottland and Warner, voted Aye. Motion carried.

**11. Executive Session:**

**12. General Good and Welfare**

**13. Adjournment**

President Cathy Warner adjourned the meeting at 6:50 p.m.

Respectfully submitted,

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

Cheryl Clark,  
Recording Secretary

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

Laura Frye,  
Secretary, Library Board of Trustees