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**ROUND LAKE AREA LIBRARY
BOARD OF TRUSTEES
BOARD MEETING
PLANNING MEETING
MINUTES
MEETING ROOM
February 12, 2014 – 6:00 p.m.**

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

1. **Call to Order:** Vice President Diane Klein called the meeting to order at 6:34 p.m.

2. **Roll Call:**

Charlie Foy P
Laura Frye A
Diane Klein P

Anne Richmond P
Carolina Schottland P
Cathy Warner A

Jim DiDonato, Executive Director P
Robbyn Allbee, Administrative Manager P

Diane Klein appointed Carolina Schottland Secretary Pro-Tem

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

4. **Approval of Agenda**

Anne Richmond made a motion to approve the agenda as presented. Charlie Foy seconded. All Trustees present, Foy, Klein, Richmond and Schottland, 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.

No public present

6. **Communications: None**

7. **Action Items**

a. Fiscal Year 2014 – 2015 Planning Objectives and Goals

Diane Klein made a motion instructing Jim DiDonato to investigate the cost of implementing several of the planning objectives. Those included conducting a salary survey by an outside company, hiring seven new employees for various positions, purchasing and installing new Audi/Video shelving, replacing broken seals on several windows, implementing staff scheduling software, replacing wireless computer network equipment, purchasing new outdoor bins, adding three computer workstations, adding one more catalog login, installing software for early education computers, installing curtain system and video camera for the meeting room and replacing copiers and coin boxes. Jim was directed to proceed with the purchase of a cell phone for off-site uses. Jim was instructed not to look into the cost of new carpet in the meeting room, vending machines, and a new phone system. Charlie Foy seconded. All Trustees present, Foy, Klein, Richmond and Schottland, voted Aye. Motion carried.

8. General Good and Welfare

9. **Adjournment:** Vice President Diane Klein adjourned the meeting at 8:06 p.m.

Respectfully submitted,

Name: _____ Date: _____
Robbyn Allbee,
Recording Secretary

Name: _____ Date: _____
Carolina Schottland,
Secretary Pro-Tem, Library Board of Trustees