

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
September 23, 2015 – 6:30 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 6:30 p.m.

2. **Roll Call**

Mike Bock	P	Anne Richmond	P
Laura Frye	6:37 p.m.	Carolina Schottland	P
Diane Klein	A	Cathy Warner	P
Kathy Oetker	P		

Jim DiDonato, Executive Director	P
Robbyn Allbee, Administrative Manager	A
Deb Allen, Head of Youth Services	P
Cheryl Clark, Administrative/Outreach Assistant	P

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 written. Kathy Oetker seconded. All Trustees present, Bock, Oetker, 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.

Margarita Rodriguez, Head of Circulation. Edith Basir, Volunteer Coordinator.

6. **Approval of Minutes**

a. Budget and Appropriations Hearing Minutes for August 26, 2015:

Anne Richmond made a motion to approve the Budget and Appropriations Hearing Minutes for August 26, 2015. Mike Bock seconded. All Trustees present, Bock, Oetker, Richmond, Schottland and Warner, voted Aye. Motion carried.

b. Regular Board Meeting Minutes for August 26, 2015:

Mike Bock made a motion to approve the Regular Board Meeting Minutes for August 26, 2015. Anne Richmond seconded. All Trustees present, Bock, Oetker, Richmond, Schottland and Warner, voted Aye. Motion carried.

7. Financial Business

a. Bookkeeping Report

b. Vendor's List - Warrant # 699

Mike Bock made a motion to approve Warrant #699. Kathy Oetker seconded. On a roll call vote, all Trustees present, Bock, Oetker, Richmond, Schottland and Warner, voted Aye. Motion carried.

c. Investment Rates:

	Illinois Funds	State Bank of the Lakes
June	.034%	.20%
July	.043%	.20%
August	.056%	.20%

8. Communications:

a. Department Report – Youth Services:

Deb Allen, Head of Youth Services, introduced Holly the Collie who participates in many library programs and activities. She described many community events where Holly's presence has brought attention to the library and fostered good public relations. In a tour of the Youth Services web page, Deb displayed a list of back-to-school resources for students, teachers and parents that effectively encourage use of library materials and services. She handed out a packet of materials that included National Library Week promotional materials, a calendar of September and October events, lists of storytime themes and activities, and a flyer featuring Youth Services' bilingual team. She finished her presentation with photos and descriptions of a variety of programs, displays and new furnishings in the Youth Services Department. The Board thanked Deb for her presentation and her work in Youth Services.

9. Library Director's Report: Jim presented the report as written. The Board discussed a variety of recommended changes to the lobby. Trustees agreed the following changes could be implemented as presented, starting October 1st.

- Converting the Friends sale to New/Hot book display.
- Suspending Book Donations, Friends sale, and Paperback Exchange.
- Shifting Fundraising efforts to more online projects.
- Creating a Citizenship Corner as a resource center for residents.
- Adding a coffee machine.
- Adding more lobby seating.
- Removing the door between the vestibule and lobby.
- Removing the malfunctioning and unwelcoming security gates. Jim described alternate security practices the library has in place to deter theft, such as, the security cameras in the vestibule and lobby, security cases on popular DVDs and videogames, and moving the Patron Liaison station to the vestibule.
- Relocating the Patron Liaison station closer to the entry way.
- Adding an electronic display in the main entrance to promote library programs.

10. Action Items

a. Set Date for Long Range Planning Meeting:

The Board discussed possible times, days and places for Long Range Planning meetings as well as whether the first meeting should focus on services or building. Jim has been tasked with collecting information to report at the October 28, 2015 Board Meeting. No action was taken.

b. Approve Transfer of Cash Funds:

Laura Frye made a motion to approve the transfer of \$1,000,000 from the Illinois Funds to the State Bank of the Lakes Max Safe account as of September 23, 2015. Anne Richmond seconded. On a roll call vote, all Trustees present, Bock, Frye, Oetker, Richmond, Schottland and Warner, voted Aye. Motion carried.

c. Action on Banning A Patron for Inappropriate Behavior:

Jim reported that we are still awaiting information from the police department regarding this incident and the identity of the patron involved. After a discussion of the incident, the Board decided to wait until the October 28, 2015 meeting to declare a formal banning period for the patron, in order to gather more information from the police investigation. In the meantime, the patron is still banned from visiting the library. No action was taken.

d. Action on Bid to Purchase New Computers:

The board reviewed the bids gathered and recommendation from John Haliotis, IT Systems Administrator. Anne Richmond made a motion that the library purchase 45 computers from CDW Government LLC, for an amount not to exceed \$24,291.40. Laura Frye seconded. After a brief discussion, a vote was called. On a roll call vote, all Trustees present, Bock, Frye, Oetker, 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 7:52 p.m.

Respectfully submitted,

Name: _____ Date: _____
Cheryl Clark,
Recording Secretary

Name: _____ Date: _____
Anne Richmond,
Secretary, Library Board of Trustees